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FLEMING'S PRACTICAL EDUCATION SERIES.

# HOW TO WRITE

A

# BUSINESS LETTER

*A Manual for Use in Colleges, Schools,  
and for Private Learners,*

BY

**C. A. FLEMING,**

PRINCIPAL OF THE NORTHERN BUSINESS COLLEGE,  
OWEN SOUND, ONT.



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HOW TO WRITE

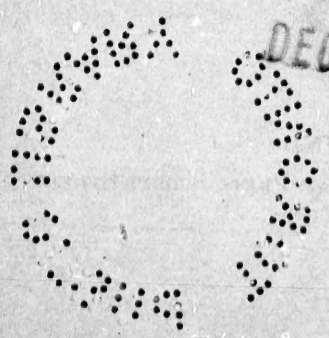
BUSINESS LETTER

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Entered according to Act of the Parliament of Canada,  
in the year one thousand eight hundred and ninety, by  
C. A. FLEMING, in the Office of the Minister of Agriculture.



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## PREFACE.

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It is the aim of the author of this work to present in a simple way instructions on a subject that is to a very great extent neglected in common School and Collegiate Education. Very many persons highly educated in Mathematics, Science and Languages are the greatest bunglers when required to write an ordinary business letter: not so much perhaps in language as in the arrangement, punctuation, &c. The author has endeavoured to arrange the subject in such a way as to be readily comprehended by any person of ordinary common school education who wishes to study the subject alone.

The teacher using this book in his classes should make free use of black-board illustrations, especially while studying the first eighty pages of the work. When the pupil begins to compose letters based on the subjects beginning on page 81, every letter should be critically examined by the teacher and points of bad arrangement marked with red ink or colored lead pencil. Never allow slipshod work to begin in the classes.

The chapters on Punctuation, Choice of Words and the Correction of Errors may be studied at the same time as the theoretical part in the beginning of the book, so that they will be prepared for the writing of letters both as to the arrangement and the composition.

Owen Sound, May 12, 1890.



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## *Business Letter Writing.*

### LESSON I.

<b>STATIONERY</b>	<b>Paper</b>	{ QUALITY. COLOR. SIZE.
	<b>Envelopes</b>	{ QUALITY. COLOR. SIZE.
	<b>Ink</b>	{ COLOR. QUALITY. COFYABLE.
	<b>Pens</b>	{ QUALITY.

It is an *accomplishment* to be able to write, with facility, a letter of any kind. A large portion of the business of our country is done by correspondence, hence it becomes a *necessity* for every person who expects to do business to any extent, either for himself or others, to be able to place his wants and requirements *neatly* and *accurately* on paper—that is, to write a Business Letter,

In the word *neatly* are included :

- (1) The Stationery, &c., used ;
- (2) The Arrangement of the different parts ;
- (3) The Folding, &c. ;
- (4) The Penmanship.

The word *accurately* would suggest :

- (1) The proper Composition, including the correct use of words ;
- (2) Correct Punctuation ;
- (3) Correct Spelling.

### — Paper. —

**Quality**—Good business houses invariably use a good quality of paper and envelopes. There are in use the ordinary qualities of *laid* and *wove* papers ; also linen and vellum papers. Linen paper is now extensively used, it being light and strong, and having a hard surface. A light, yellow-colored manilla paper is occasionally used. We do not consider it good taste, as it is only a species of wrapping paper. The paper may be ruled or unruled.

It is very proper for every business house to have the advertisement of their business neatly printed at the top of their letter sheets. It is not good taste however to use letter paper with huge advertising headings in friendly correspondence.

**Size**—There are three sizes in general use, viz ; *Letter Paper*, about  $9\frac{1}{2} \times 11$  inches ; *Note Paper*, half the size of letter,  $8\frac{1}{2} \times 5\frac{1}{2}$  inches ; and *Memorandum* paper, sometimes the same size as *Note*, and sometimes about  $8\frac{1}{2} \times 7$  inches, having the heading printed along the side, thus :

MEMORANDUM.	
From	To
<b>C. A. FLEMING,</b>	.....
<i>Northern Business College,</i>	.....
<b>OWEN SOUND.</b>	.....
.....	
.....	
.....	
.....	
.....	
.....	

These papers are generally used in single sheets, written only on one side, several sheets being used, if the length of the letter requires it. Some banks and a few business houses use double sheets.

**Color**—White or Cream are best shades—Blue is occasionally used. Fancy tints, such as pink, green, mauve, &c., are not allowable in business, especially those with fancy edges, &c. We will not decide what place such papers have in private correspondence, but will not say very much for the good taste of the person who uses them in business letters.

### — Envelopes. —

**Quality**—What has been said in regard to the quality of the paper is equally applicable to Envelopes. They should match the paper in quality, and may have a neatly printed business announcement on the upper left hand corner.

**Color**—The color of the envelope should be the same as the paper used. We do not favor fancy shades, such as light green, tea green, granite, &c. Yellow envelopes are admissible, but they are not used to any great extent. For mailing circulars, &c., a manilla envelope is frequently used. It is desirable for such purposes on account of its strength. Its cheapness also recommends it.

**Size**—In Canada No. 7 is almost invariably used by business men. It is oblong in shape, about  $6 \times 3\frac{3}{8}$  inches.

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### — Ink. —

**Color**—Any good *black* or *blue-black* writing fluid is suitable for correspondence. Such colors as violet, purple, green, blue, red, &c., are no more suitable than the colored papers above described.

**Quality**—The ink should flow easily, and be free from dirt and other sediment. Inkstands should be frequently washed out, and re-filled with fresh ink. When ink is allowed to remain for considerable time in an open stand, it evaporates and leaves all the solid matter behind. Adding some fresh ink may relieve it for the time being, but the dust that has fallen into it and the solid matter remain, and the writing produced will be ragged and uneven.

**Copyable**—Where letter press copies are required as is the case in many offices, a copying ink should be used. The French Copying Inks are the best, some of them are slightly red or purple when first used, but exposure to light usually changes them to a deep black.

Any ink can be made to copy by dissolving in it a little sugar.

---

— Pens. —

**Quality**—The pens should be of good quality, with medium to fine points. The writing of correspondence being about two-thirds the size of ordinary copy hand, a coarse pen is not desirable.



## THE ARRANGEMENT OF PARTS -

(7)	(1)
	(2)
	(3) or (3)
	(4)
	(5)
	(6)

- (1) Place from which the letter is written, and date ;
- (2) Name and address of person written to ;
- (3) Complimentary address ;
- (4) Body of the letter, containing one or more paragraphs ;
- (5) Complimentary closing ;
- (6) Signature ;
- (7) Margin.

## LESSON II.

Place and  
Date

WHERE TO BEGIN.  
ITEMS.  
ARRANGEMENT.  
EXAMPLES.  
THE DATE.  
FIGURE DATES.  
PUNCTUATION.  
EXERCISES.

**Where to Begin**—The place and date in a letter should be written *from the middle of the page towards the right hand side*, and may contain several items of description of the place, and may occupy two, or even three, lines. One line, however, is generally sufficient.

**Items**—The place and date may contain several Items, such as the number of Post Office box, the street and number, the township or town, the county, the country. The P.O. box or street number are necessary to your correspondent in addressing you if you live in a town or city. The heading of your letter may be the only guide your correspondent has, it is therefore necessary to be explicit with it.

**Arrangement**—The rule that governs the arrangement of the items in this part governs in other parts as well. It is simple and natural—"PROCEED FROM THE LESS TO THE GREATER." If there is a P.O. box it should be mentioned first. The street number may be the least, then the town or Post Office, then the County, then the Province.

**Examples—**

- (1) *Owen Sound, 6th Sept., 1889.*
- (2) *11 Front Street West,  
Toronto, Sept. 3, 1889.*
- (3) *Northern Business College,  
Owen Sound, Ontario,  
January 12, 1889.*

When there are two or three lines giving place and date, arrange them so that the first line extends toward the left and the last toward the right hand, as above. It is not necessary to begin on the first line, unless when there is a printed heading. Begin in such a place as will leave as much space above the letter as there will be below it.

**The Date**—The rule stated above—“*Proceed from the less to the greater,*” governs in the arrangement of the date: 1st, the *day* of the month; 2nd, the month; 3rd, the year.—  
*23rd October, 1888.*

Usage sanctions the following style :

*Oct. 23, 1888.*

It will be noticed that “rd” is used in the first example, and not in the second. When either “st,” “nd” or “rd” is used write it on the line, not midway between the lines.

**Figure Dates**—The following expresses the date used under the previous heading, 23/10/88. The slanting marks taking the place of punctuation. In the arrangement of

this style of date, proceed from the less to the greater : 1st, the day ; 2nd, the month ; 3rd, the year. A great many people use the month first, then the day, then the year. A moment's reflection will convince any person which is correct.

**Punctuation**—By arranging the above in the form of the sentence it represents, there will not be any trouble with the punctuation. Read as follows : "This letter was written from the town of Owen Sound (comma) on September 6th (comma) in the year one thousand eight hundred and eighty-six " (period). The word "September" is abbreviated to "Sept."; punctuate it with a period. All contractions should be so punctuated.

### **Exercises—**

(1) Write out the full sentence understood in examples Nos. 2 and 3.

(2) Write out neatly, and punctuate, your own residence, with the present date.

(3) Write two examples requiring two lines, and punctuate.

(4) Write two examples requiring three lines, and punctuate.

(5) Draw a diagram of a letter, from memory, showing the several parts.



## LESSON III.

**Name and  
Address**

POSITION.  
WHERE TO BEGIN.  
THE ADDRESS.  
EXAMPLES.  
ARRANGEMENT OF ITEMS.  
MEANING.  
EXERCISES.

**Position**—In business letters, the name and address are almost invariably written at the beginning of the letter. The old custom of placing them at the end of the letter, or at the end of the first page of the letter, is rapidly making way for the more natural and practical way of addressing the person before talking to him. It is also better for other reasons. Should the letter get into the hands of a person, not the owner, he finds the owner's name before he reads the communication. In the same way the postal clerk will be relieved of the necessity of looking through a letter to find the address if it accidentally loses its envelope.

The Departments of Government still cling to the antiquated plan of placing the address at the end of the first page of the letter.

**Where to Begin**—The name and titles should be written on the line following the "Place and Date," beginning near the left hand side of the paper. The place of beginning of the name will regulate the margin for the remainder of the letter.

**The Address** may occupy one or two lines following the name. Begin from a half an inch to an inch to the right of the margin and extend the line about the same distance past the name. If more than one line of address is required begin to the right of the previous line.

**Examples—**

Owen Sound, Nov. 21, 1888

MR. JOHN CLARK,  
North Keppel, Ont.

Orangeville, 25th Nov., 1888

TIMOTHY JOHN JONES, ESQ.,  
Manager Molsons Bank,  
Owen Sound, Ontario.

Chatsworth, Jan. 4, 1889.

MR. WILLIAM J. SMITH,  
Box 320, Tara, Ontario.

Considerable taste can be displayed in the arrangement of these items. Ontario may be written in full or contracted as required, and other parts may sometimes be shortened or lengthened to suit those classed with them.

It would be bad taste indeed to string out the last form in this fashion—

Chatsworth,

Jan. 4, 1889.

MR. WM. J. SMITH,  
Box 320,  
Tara,  
Ont.

Dear Sir,

Those who are in the habit of stringing out the beginning of their letters, frequently have the later part of it crowded.

**The Meaning** of the name and address may be gleaned from the following expansion of the first of the above examples. "This letter is addressed to Mister John Clark, who resides at North Keppel, in the Province of Ontario."

### Exercises—

(1) Write out the full sentences represented by examples No. 2 and 3, above.

(2) Begin four letters to four of your friends or correspondents, giving place and date, and their names and addresses.

(3) Expand the four names and addresses in the above exercise (No. 2) into sentences.



## LESSON IV.

## Complimentary and other Titles.

Name and Address. — Titles.	{	COMPLIMENTARY.
		TWO TITLES.
		JUNIOR AND SENIOR.
		SCHOLASTIC DEGREES.
		MILITARY AND PROFESSIONAL TITLES.
		DEPARTMENTS OF GOVERNMENT.

**Complimentary.**—**MISTER.**—This is the ordinary title prefixed to men's names. The contracted form is *Mr.*

**MISTRESS.**—(Contracted form, *Mrs.*) is the feminine of Mister; and the title applied to a married woman.

**MASTER.**—The title applied to boys and youths, generally speaking, young men who have not attained their majority.

**MISS.**—The feminine of Master for young girls, and of Mister when in adult age.

**MESSIEURS.**—This French form is contracted to Messrs. in English letter writing. It is the plural form of Mister, (Mr.)

**MESDAMES.**—This is the plural form of the French *Madame*. The contraction is Mmes.; and is used in English as the plural of Mistress. When a company or firm of ladies are addressed, if they are all unmarried, "Misses" may be used; but if one or more are married, use Mesdames.

**ESQUIRE**—(Contraction *Esq.*; not *Esq'r.* or *Esq're.*) is applied indiscriminately to persons of all classes, by common consent, in America. Primarily it was applied in England to the eldest sons of Knights and Peers, to those who were created Esquires, and to Justices of the Peace and other Crown officers. At the present time it is proper to distinguish those having a right to the title by writing it in full "*Esquire.*"

**Two Titles.**—**MR. AND ESQ.**—It is improper to write "Mr. John Smith, Esq." One title is sufficient for any ordinary man.

**Junior and Senior**—(Contracted forms Jr., Jun., and Sr., Sen.) are used immediately after the name and do not interfere with the use of Mr. or Esq. It is quite proper to write "Mr. John Smith, Jr.," or "John Smith, Sr., Esq." Jr. and Sr. should begin with capital letters and follow immediately after the name.

**Scholastic Degrees**, and letters showing office, such as

M.D. .... Medical Doctor.	M.A. .... Master of Arts.
D.D. .... Doctor of Divinity	B.A. .... Bachelor of Arts.

I.P.S. .... Inspector of Public Schools.

are used after names instead of Mr. or Esq. It is not good taste to write Mr. J. H. Martin, M.A., or W. K. Moore, M.D., Esq. Write simply J. H. Martin, M.A., and W. K. Moore, M.D. Doctors of Divinity may be addressed, Rev. Dr. Stewart.

**Military and Professional Titles** should be prefixed to the name, thus: Prof. D. T. Ames, Gen. Fred. Middleton, Capt. James Telford, Pres. James Garfield.

## Titles.

SIONAL TITLES.  
ERNMENT.

the ordinary title  
form is *Mr.*

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ung girls, and of

cted to Messrs. in  
a of Mister, (Mr.)

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pany or firm of  
l, "Misses" may  
se Mesdames.

**Departments of Government**—The officer at the head of a department may be addressed, "To the Hon. Mackenzie Bowell, Minister of Customs, Ottawa, Ont."; or the officer may be addressed thus: "To the Minister of Education, Toronto, Ont."



The officer at the  
d, "To the Hon.  
Ottawa, Ont."; or  
o the Minister of

## LESSON V.

Name and  
Address.

ORDER OF ADDRESS.  
P.O.  
FRIENDLY LETTERS.  
PUNCTUATION.  
EXAMPLES.  
EXERCISES.

**Arrangement of Address**—The smallest place comes next to the name, which is the street and number in cities, and the name of the Post Office in smaller places. This may be followed by the next larger division, which may be a county or province or state.

**P.O.**—It is very seldom, if ever, necessary to put the abbreviation P.O. after the name of the place addressed to.

**Friendly Letters**—In friendly correspondence the name and address is frequently omitted at the beginning of a letter and instead of the signature the first name is only used.

**Punctuation**—By filling out the ellipses very little trouble will be found in punctuating this part of a letter, thus :

MR JOHN SMITH, OWEN SOUND, ONTARIO.

*(This letter is addressed to Mr. John Smith, who resides at  
Owen Sound, in the Province of Ontario.)*

Mr. is a contraction requiring a period. The first break occurs at Smith, and requires a comma. The second break is after Sound, and requires a comma. The conclusion of the sentence requires a period.

**Examples—**

MESSRS. CREASOR & MORRISON,  
Owen Sound, Ontario.

DR. HENRY CAMPBELL,  
Springfield, Ohio.

MR. C. A. FLEMING,  
Principal N. B. College,  
Owen Sound, Ont.

HON. ROBERT READ,  
Detroit, Mich., U.S.

REV. T. M. CAMPBELL,  
Pastor Methodist Church,  
Owen Sound, Ontario.

**Exercises—**

(1) Write names and addresses of two friends in Canada, and punctuate them; and two persons with educational degrees or professional titles.

(2) Write names and addresses of two persons in United States, and punctuate them.

(3) Write names and addresses of two persons with titles, in England, and punctuate them.



## LESSON VI.

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**Complimentary Addresses, Forms and Usages.**


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The Complimentary Address, sometimes called the salutation, is the form of politeness with which we introduce a letter. Much nice judgement may be displayed in choosing forms of address and closing. These will be carefully noticed by your correspondents, and taken as indicative of the tone of the letter; in fact these parts, small though they may seem, give character to the epistle. The beginning should correspond with the ending, as a letter, beginning with "My Dear Friend," would look rather inconsistent should it be closed "Yours respectfully." It would appear as though you intended to keep him at a "respectful distance."

SIR,—Would be used (a) with a new correspondent, or one with whom you had very little personal acquaintance. (b) If used by one friend to another, where more endearing terms had been previously used, it would indicate a "cut." It is therefore frequently employed in "dunning" letters where former appeals have passed unheeded; or promises of payment had been frequently made and broken. (c) It is used invariably in official correspondence with officers of the government, &c. It is also used in formal letters of any kind.

DEAR SIR,—Is perhaps the most common form of salutation. It indicates closer friendship, or more extended business relations. It is a “general purpose” form, both in friendly and business correspondence.

MY DEAR SIR,—Plural, My Dear Sirs,—Implies *friendship* in a closer sense than that arising out of mere transaction of business. It is also used in a sort of patronizing way by older persons, and persons of position or influence, when giving advice or warning to younger, or inferior, or less experienced persons.

DEAR FRIEND,—Plural “Dear Friends,”—These forms would denote a real personal friendship, and not simply business courtesy, though not so close a friendship as My Dear Friend.

MY DEAR FRIEND.—Plural. My Dear Friends.—Is suggestive of close personal friendship.

ESTEEMED FRIEND.—This form would suggest a personal friendship resulting from favors granted or assistance given financially or otherwise.

SIRS, AND DEAR SIRS—Are used to firms or companies, where Sir, and Dear Sir, would be used to an individual.

GENTLEMEN.—This is the most common and most appropriate form of address for a firm, company or association. It is generally considered the plural for *Dear Sir* in correspondence.

GENTS,—Is a vulgar contraction for gentlemen, and would perhaps be better out of a good list of salutations. It is sometimes used as a cut; or in a dunning communication in the same way that sir is.

LADIES,—Is the feminine of gentlemen ; and is used in addressing a firm of ladies.

MADAM,—Is the feminine form of sir ; and is used to either a married or single lady, in the same way that *sir* is to a gentleman.

MESDAMES.—The plural form of madam, corresponds in usage, to gentlemen, and is applied to single or married ladies, or both together.

DEAR MADAM ; MY DEAR MADAM,—Would be used to a lady in circumstances when Dear Sir and My Dear Sir, their masculine forms, are used towards gentlemen.

DEAR SIR AND BROTHER, and DEAR BROTHER,—Are used in correspondence between members of the same *Society, Church, or Association* (occasionally the latter by persons in the same profession), when writing on business of their society, &c.

DEAR BRETHREN.—The plural form of Dear Sir and Brother, and Dear Brother. Do not use *Dear Brothers* in such case. It is only used for natural brothers.

REVEREND SIR, and REV. AND DEAR SIR,—Are used in addressing a minister of the Gospel.

FRIEND THOMPSON.—This mode is used considerably in informal notes, letters, &c., especially to friends in the same town or city.


SR. for SIR, and DR. SR. for DEAR SIR.—We have so far failed to find the man who has not time to write these two small words out in full ; yet many persist in using

them. Their appearance on a letter, to our mind, would suggest one of two things. 1st, that my correspondent was too lazy to write them in full; or, 2nd, that he had taken this mode of showing disrespect or contempt.



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## LESSON VII.



<b>Complimentary Address.</b>	{	PUNCTUATION.
		CAPITALS.
		WHERE TO PUT THE SALUTATION.
		EXAMPLES.

**Punctuation.**—There are several ways of punctuation, each having its particular champion. We are inclined to punctuate the salutation with a comma and a dash, thus: Dear Sir,—. Other forms are, co'on and a dash: Dear Sir:—; and a semi-colon and a dash: Dear Sir;—. We find the best publishing houses almost all agree in punctuating with a comma and dash when printing letters in books of biography, travel, &c. This may be taken as good usage.

We would favor the use of the colon or semi-colon in formal letters. The dash is sometimes omitted when the body of the letter does not begin on the same line as the salutation.

**Capitals.**—In the complimentary addresses all words are capitalized except unimportant words, such as “and.”

**Where to Place the Salutation.**—1st, Begin on the line following the completion of the address, on the left side of sheet *at the margin*. The body of the letter may be begun on the following line, just to the right of the punctuation of the salutation. This will *indent* the first line sufficient for the *first line of a paragraph*:

Kingston, Jan. 3, 1889.

JOHN SMITH, ESQ.,  
Toronto, Ontario.

*Dear Sir,*—

In reply to your favor of 10th instant, I would say, &c.

2nd, If the letter is to be a long one, the salutation may be indented about half an inch from the margin, *for the beginning of the paragraph*; and body of the letter begun on the *same line*, following the punctuation of the complimentary address :

Brantford, Dec. 25, 1888.

JOHN SMITH, ESQ.,  
Toronto, Ontario.

*Dear Sir,*—In reply to your favor of the 10th instant, I beg to say, &c.

3rd, Place the complimentary address to the right of the Post Office and Province, on the line below it as shown in example below. Begin the first line of the body of the letter (*a*) on the line following the complimentary address, beginning it about half an inch in from the margin. This indentation of the first line will regulate the indentation of the succeeding paragraphs of the letter.

London, May 15, 1889

JOHN SMITH, ESQ.,  
Toronto, Ontario.

*Dear Sir,*—

Your favor of 10th instant to hand, and contents noted, &c.

(b) If the letter is likely to be a short one and it is desirable to spread it out a little on the paper, the body may be begun the line following the complimentary address, to the right of the punctuation of it, as follows :

Owen Sound, 2nd Feb., 1888.

JOHN J. JONES, ESQ.,  
Montreal, Que.

*Dear Sir,—*

In reply to your favor  
of 10th instant we would, &c.

It is very seldom indeed that this style is allowable, as there is a great tendency to make the letter have a scattered appearance instead of being compact, neat and uniform.

Care should be taken to so arrange the parts that no large blank spaces or crowded spots are allowed, to mar the harmony of the letter.



## LESSON VIII.

<b>The Body of the Letter.</b>	{	NO VACANT LINES. THE PARAGRAPH. SHORT PARAGRAPHS. HOW TO LEARN. WHERE TO BEGIN.
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**No Vacant Lines.**—As indicated in the last lesson, the body of the letter may be started either on the same line with the complimentary address or the line following. No blank lines, however, should be left no matter how short the letter or how large the paper.

The body of the letter will always consist of one or more paragraphs.

**A Paragraph** indicates the beginning of a new subject, or the beginning of the division of a subject in hand. Each paragraph is composed of one or more sentences. Paragraphs should contain all that is to be said on one particular subject or phase of a subject.

Lord Chesterfield says, "Every paragraph should contain within it a complete relation of an incident, or a distinct statement of some kind having no relation to the statement which follows, and which latter will properly form another paragraph."

The paragraph, however, is now more frequently used in essays than Lord Chesterfield would advise.

**Short Paragraphs.**—Each particular phase of a subject is paragraphed, and these paragraphs may be numbered for convenient reference. Great care, however, must be exercised in the paragraphing of business correspondence. It is now used almost too frequently. We have seen letters in which almost every sentence was formed into a paragraph. For instance; young letter writers would make the following a paragraph. "Yours of the 10th instant, received and contents noted." This is chopping up letters entirely too fine. One paragraph is usually sufficient for a short letter.

**How to Learn to Paragraph.**—Young persons studying correspondence should first note down the different departments of the subject on which they intend to write, and if these departments are of sufficient importance, make a paragraph of each.

Let all that has to be said on each department be said in the paragraph thereto belonging, and thus numerous paragraphs and post-scripts will be saved.

It is very bad taste indeed to write *a little about a subject in several different parts of a letter*. It would indicate that the writer was "muchly mixed," and to say the least the letter is illogical in its arrangement.

**Where to Begin a Paragraph.**—By looking at any page of print, it will be noticed that every paragraph is begun a short distance from the edge, (as the printers say, it is *indented*).

In correspondence it is a matter of taste how far the first word of the paragraph is indented. Some writers

indent half an inch in a sheet of note paper, and an inch on letter paper: others allow three-quarters of an inch on note paper, and an inch and a half on letter paper. However, whatever indentation is chosen, let that be continued right through the letter. Do not indent the first paragraph half an inch, and the next an inch and a half, and the one following perhaps three-quarters, or your communications will have a ragged, uneven appearance.



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## LESSON IX.

**The Body of  
 the Letter.**

WRITE ON ONE SIDE ONLY.  
 IMPROVED STYLE OF NOTE PAPER.  
 EXAMPLE.  
 CROSSING.  
 BREVITY.  
 BE EXPLICIT.

**Write on One Side Only.**—It is almost a universal practice among business men to write only on one side of the paper, as it is very inconvenient to take letter-press copies when written on both sides of the paper. It is also very inconvenient to read letters written on both sides after they are placed on ordinary labor-saving letter files.

**Improved Style of Note Paper.**—The new style of using Note Paper in double sheets is to have the heading printed on the back of the sheet as it is usually called, (the fourth page), and begin the letter under this; and if it fills more than one page, open the sheet and continue on what is called the first page of the sheet.

The letter written in this way has these advantages: 1st, When it is copied, it is done by placing once in the press; 2nd, It appears on one page of the letter book in proper order for reading; 3rd, when the letter is placed on the file it can be easily read as the writing is all on one side of the sheet:

## Example:—

PAGE 4 OF SHEET.

" 1 " LETTER.

*Owen Sound, Jan. 4, 1888.**John Smith, Esq.,**Port Elgin, Ont.*

*Dear Sir,—In reply to your enquiry relative to the use of Note Paper in double sheets, I would say that you begin on the fourth page of the sheet as I have done in this; continue until you have filled up this page, then open out your*

PAGE 1 OF SHEET.

" 2 " LETTER.

*sheet and continue your letter on the first page of the sheet, if your communication is so long as to require two pages.*

*Yours truly,**J. SMITH.*

FOLD OF SHEET.

**Crossing.**—Some persons have the habit of writing across the face of their letter when they find they are not going to have room enough on the sheet for their letter. We do not know of any excuse to offer for this; in fact we do not know that we can condemn the practice in terras too strong. A business man would require considerable patience to sit down and decipher a business letter of this kind. There is no excuse whatever, we believe, for such proceeding, when postal rates are low and paper as cheap as it is in this country. If what you have to say is too much for one sheet to contain, use two, but do not cross the lines.

**Brevity.**—Brevity, it has been said, is the soul of wit. We believe it ought to be the soul and body of a business letter. We think there is nothing more harassing to a business man than to receive a letter composed of long involved sentences, made up of huge words of classic origin. Write just as briefly as possible, so long as you are sure that you convey the sense fully.

Use the Anglo-Saxon words; they are much more expressive, even if they are a little more abrupt. Some men have the faculty of saying a great deal in a few words. This is the result of the cultivation of study.

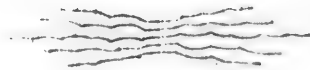
You see the paragraphs inserted by editor of newspapers, requesting correspondents to "boil down" their communications. We cannot too strongly recommend the "*boiling down*" process in business letter writing. We well remember seeing a letter that was sent by a country store keeper with a friend to a hardware merchant for a half dozen of the poorest quality of scythe stones, the cost of the half dozen was some

done in this; continue until you have  
filled up this page, then open out your

twelve or fifteen cents, and the letter sent with the friend covered *four pages of note paper*—the friend received lengthy instructions besides—and all for say fifteen cents worth of goods.

*Cultivate your abilities in the line of condensing.*

**Be Explicit.**—It is well so cultivate brevity, but be it remembered that the clearness of what is said must not be sacrificed; a letter that is not explicit does not convey full meaning, and frequently is the cause of mistakes. Being explicit gives a directness in the style and a force to what is said. Do not leave anything to be inferred or guessed at, as it will lead to trouble.



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## LESSON X.

### Body of the Letter.--Examples of How to Begin.

**How to Begin.**—Get down to your subject with as few preliminaries as possible. It is not necessary to begin on the old conventional style, "I now sit down to take my pen in hand to let you know, etc., etc."

The following are a few examples of the beginnings of letters :

"I have the honor to acknowledge the receipt of your communication of the 15th inst., etc."

"Yours of the 10th inst. received, with enclosures as stated, etc."

"In reply to your favor of the 10th inst., I would, etc."

"Your favor to hand. In reply I would say, etc."

"I beg to acknowledge the receipt of your letter, etc."

"Replying to yours of the 10th inst, I would say, etc."

"Enclosed please find ten dollars for, etc."

"Find enclosed ten dollars to retire my note, etc."

"I enclose you herewith note for signature, etc."

"We beg to remind you that your note, etc."

"I send you by this post a copy of the *Business Educator*, etc."

"We have your favor of the 10th inst., relative to, etc."

"Accept our thanks for copy of the *Business Educator*, etc."

"In answer to your favor of the 15th inst., we regret, etc."

"I am sorry to have to inform you, etc."

"We regret that we are unable to fill your order of 15th inst., etc."

"I will be obliged if you will return, etc."

"According to your order of the 15th ultimo we have manufactured, etc."

"I take pleasure in announcing, etc."

"I am about to open a branch establishment , etc."

"We have shipped you to-day per express, etc."

"Please ship per C.P.R. freight, the following goods, etc."

"Our Mr. Smith will call on you in a few days with samples, etc."

"Your letter of the 4th inst., enclosing Insurance Policy No. 4762 is received, etc."

"You are hereby notified, etc."

"Please take notice that your, etc."

"To whom it may concern." (Used in Testimonials, etc.)

**Re.**—The words “relative to” or “relating to” are frequently abbreviated to “RE.”

EXAMPLE.—“Yours *relative to* Lot 27, Con. 6, Derby, has been referred,” is written “Yours *re* Lot 27, Con. 6, Derby, etc.”



## LESSON XI.

Complimentary Closing.	{	THE WORDS.
		SOCIAL LETTERS.
		POSITION AND ARRANGEMENT.
		INCORRECT EXAMPLES.
		CORRECT EXAMPLES.
		PUNCTUATION.

"The complimentary closing is a phrase of courtesy, respect or endearment used at the end of a letter."

**The Words.**—The particular words used must correspond in tone with the complimentary address, and with the body of the letter. For instance it would not do to use "My Dear Friend" and "Yours Respectfully" in the same letter, nor yet would it do to make many cantankerous allusions in the body of a letter with *I remain, Dear Sir, yours very truly* as a complimentary closing.

**Social Letters** admit of a great variety of form of complimentary closing into which we have no desire at present to enter. Circumstances will usually dictate a proper form to use.

In all cases whether of a business or friendly nature, the language of the complimentary closing should be *frank* and express exactly the feelings of the writer at the time they were written.

**Position and Arrangement.**—If possible the last line of the body of the letter should end as near the middle of the line as possible. The complimentary closing should begin on the line immediately below it, usually a little to the left hand side of the middle of the line. If the complimentary closing is a very short one it may be necessary to start to the *right* of the middle of the line.

The complimentary closing and signature should be so arranged that each succeeding line of it will begin a little further to the right than the preceeding one, as indicated in the arrangement of the name and address at the first part of the letter. Thus,

Yours truly,

G. C. SHERMAN.

the end of the signature being about half an inch from the right hand side of the paper.

**Incorrect Examples.**—Care must be taken not to string out a complimentary closing like the following :

I am,

Sir,

With due respect,

Yours very truly,

WILLIAM MORTON.

Great care should be taken not to *crowd* the closing parts of a letter over against the right hand side of the page, nor yet to make a pile of them in the middle of the page, thus,

I have the honor to be,

Gentlemen,

Your obedient servant,

HORACE E. SMITH.

Do not leave a line or two between the body of the letter and the beginning of the complimentary closing.

**Correct Examples.**—We give the following models.

- (1) Yours respectfully,  
JOHN MCKENZIE.
- (2) I have the honor to be,  
Your obedient servant.  
THOMAS HENDERSON.
- (3) I have the the honor to be,  
Dear Sir,  
Your obedient servant,  
JOSEPH DAVIDSON.
- (4) Yours truly,  
THOMAS WHITE.

**Punctuation.**—By referring to the above examples will be noticed that commas are used for the punctuation of the complimentary closing, and that the signature in all cases is punctuated with a period.

If the complimentary closing occupies more than one line, each division of it should be punctuated with a comma as will be noticed by reference to the second and third examples above,



the body of the letter  
closing.

the following models.

Respectfully,  
JOHN MCKENZIE.

or to be,  
Obedient servant.  
THOMAS HENDERSON.

or to be,  
Sir,  
Obedient servant,  
JOSEPH DAVIDSON.

Respectfully,  
THOMAS WHITE.

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for the punctuation  
the signature in all cases

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## LESSON XII.

### Complimentary Closings.

**Yours respectfully,**  
**Respectfully yours,**  
**Respectfully.**

slight, or the business connection of short duration; (3) When you are showing your displeasure to a correspondent you had formerly used more friendly forms to.

**Yours very respectfully,**  
**Very respectfully yours,**  
**Very respectfully.**

be used with very good grace by a young person to one more advanced in years.

**Yours sincerely,**  
**Sincerely yours,**  
**Sincerely.**

favor. They could perhaps be more fully expressed "I am sincerely thankful," &c. (2) If something of an unpleasant nature has been of necessity the burden of the letter, "Yours

These forms are used  
(1) In formal or official letters; (2) When the acquaintance is but

The word *very* in these forms is used to convey the idea of more than ordinary respect and may

(1) These forms are used in expressing gratitude when you have been the recipient of some

sincerely" would indicate that the plain statement had to be written, even though *truth* is sometimes unpleasant.

**Yours faithfully,**  
**Faithfully yours,**  
**Faithfully,**

When a person is attending to work or business for another, and is doing his best make what

he is doing of use or value to his employer, these forms would indicate the *faithfulness* and *diligence* of the servant or agent to his principal.

**Yours gratefully,**  
**Gratefully yours,**  
**Gratefully.**

Gratitude is more plainly and formally expressed by the word "gratefully" than by "*sincerely*,"

under circumstances mentioned in the first item of the closing form, Yours sincerely, above.

**Yours truly,**  
**Truly yours,**  
**Truly.**

These forms are more used than all other together in business, and are suitable for almost

any occasion. They correspond very well with Dear Sir as a complimentary address. They may be used on all ordinary occasions where there is any more than a merely passing acquaintance.

**Yours very truly,**  
**Very truly yours,**  
**Very truly.**

These forms are designed to convey the sincerity of good feelings held towards a corres-

pondent.

**Yours fraternally,**  
**Fraternally yours,**  
**Fraternally.**

} When a member of a church or benevolent or friendly society or association corresponds with

statement had to be unpleasant. another member on business connected with the church or society the foregoing forms are used. The complimentary addresses suitable are Dear Sir and Brother, Dear Brother, &c.

When a person is attending to work or business for another, and is engaged his best make what employer, these forms *Intelligence* of the servant

**Your humble servant.**

} This form does not imply that the person using it is a slave or even a

hired servant. It is frequently used by persons in office as showing their consciousness of their duties to the public even in the highest offices.

Gratitude is more fully and formally expressed by the word "sincerely" than by "sincerely" in the first item of e.

**Cordially yours,**  
**Yours cordially.**

} These are forms more appropriate to personal correspondence, though

sometimes used in a friendly way in business.

These forms are more used than all other to-her in business, and suitable for almost well with Dear Sir as e used on all ordinary an a merely passing

**Yours obediently,**  
**Obediently yours,**  
**Obediently.**

} (1) When you have complied with a request, whether for pay or friendship, in writing about it,

These forms are de- to convey the erity of good feelings l towards a corres-

the foregoing forms are proper. They do not indicate any form of servitude or slavery. (2) Public officers when they do not desire to be ostentatious, use these forms in official letters.

**Your obedient servant.**

**I have the honor to be  
Your obedient servant.**

**I have the honor to be,  
Sir,  
Your obedient servant.**

**I have the honor to be,  
Dear Sir,  
Your obedient servant.**

These are proper forms for public officers to use in their official correspondence, from the township pathmaster or road inspector to the prime minister. They all are public servants, and, very properly, make the acknowledgement in their letters. Although in

places of power, they thus show their willingness to serve those who have given them their places.

**Yours in haste,  
Yours hastily.  
Hastily yours,  
Hastily.**

Occasionally persons are forced to write letters in a short time, and it may then be correct to use these forms; but to

use them continually as an excuse for bad writing and careless composition becomes monotonous, to say the best you can for it.

We well remember seeing a letter in which a correspondent was corrected for his habitual use of "*Excuse haste* and a bad pen." A "tumble-down" pig pen was drawn with five or six large pigs making a very rapid exit from it. *See cut at end of this lesson.*

In the foregoing forms the single word such as Faithfully Obediently, &c., is to a certain extent informal, and could be used with propriety only where there existed considerable personal friendship or a long acquaintance.

The complimentary closings should be frank, and should convey clearly the sentiments of the writer.

### Yours, &c.

This form is frequently used with a great deal of carelessness or impropriety. What does "&c." mean? You cannot tell what it means, unless it is that a correspondent has no sentiments to express in the finale of his epistle. It might indicate several things, however, about the person that used it: (1st) That he had no sentiments to express; (2nd) That he had some that he did not wish to express; (3rd) That he was *too lazy* to write a complimentary closing in full; (4th) That he did not know any better than to use such a form.



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## LESSON XIII.

## The Signature.

AN IMPORTANT PART.  
 LEGIBILITY.  
 CAREFULNESS NECESSARY.  
 THE APPEARANCE.  
 SIZE OF WRITING.  
 A CRANK CONCEIT.  
 TANGLED AUTOGRAPHS.  
 DO NOT FORGET TO SIGN.  
 THE POSITION.  
 THE PUNCTUATION.  
 ADDRESSES.

**An Important Part** of a letter is the signature, a small part it may appear, but one that should have more care bestowed on it than any other of a business letter.

**Legibility** is of the first importance. We would like to reproduce some signatures we have seen by prominent business men, and some that are well and plainly written along side of them. We have seen hundreds of signatures that should have "*his*" written above and "*mark*" below it. Some so badly formed that it is almost impossible to make out the form of any letter in it. Many a time in our office work we are forced to cut the persons name from the letter and paste it on the return letter, and write the Post Office under it, trusting the Post Master at his residence may know the owner of the mark.

**Carefulness a Necessity.** --In the body of a letter if a word is obscurely written it can usually be read by its connection, at least the meaning of the letter can be gathered

but a signature has *nothing* to *identify* it. Its connection will not help to decipher it. It must be read by its letters and not by words associated with it.

**The Appearance.**—A signature to look well should be well written. It should have proper proportions of *light and shade*. The light lines should be "*hair strokes*," and the shades full, smooth and properly proportioned.

Every person at some time we believe devotes some time to practising his signature. A very good time for this is when learning to write.

A signature such as above described is much more difficult to forge than a coarse rough one. As much of the forging of signatures is done by a tracing process, the rough heavy one can be easily traced, and the imperfections are not easily noticed except by the aid of a microscope. The signature well written, with hair lines and full shades, cannot be made slowly as it has to be in the way mentioned.



**Size of Writing.**—The signature should be in a bolder hand than the body of the letter. It should be larger in size. It is then more prominent and it is likely to be easier read.

**A Crank Conceit.**—Occasionally we find a person who thinks a bad signature is a sign of a smart man, or an educated man. It is not a sign of either. It is true some smart men "*make their marks*," (we cannot call it writing their

names), but many of the smartest men and best scholars write a signature as plain as print. A story is told of Dr. Johnston of Dictionary fame that when passing a picket fence he would always draw his hand across the pickets the entire length of the fence. It would seem as reasonable to copy this or any other of the Doctor's eccentricities as a bad signature of a smart man.

There is no valid reason why any man should inflict *his mark* on a business man. It is ungentlemanly and boorish. It is unreasonable to suppose that he has time to spend on "marks" that are more difficult to decipher than the hieroglyphics of Egypt.

**Tangled Autographs.**—Many students when they are practising their autographs get the idea that they should decorate it with as many flourishes as can be connected to it. They have seen some writing master's autograph flourished off to show his ability in "driving the quill," and thinks it proper to do likewise.

We would like to lay down a rule, it is this: That no flourish be tolerated that in any way tends to obscure the letters or to give them a mixed or tangled appearance.

**Do not forget to Sign.**—It is surprising to count the letters that come into any office where there is considerable correspondence without signature. There are thousands of business letters of such nature opened at the dead letter office every year, and in many cases valuable enclosures of money, &c., in them, and no signature to tell who to return them to. We are confident that we have received at least fifteen without signature during the past month. A little care would prevent such occurrences as this.

**The Position.**—By reference to page 48 it will be noticed that the signature should begin further to the right than the complimentary closing does, and extend past it. It should terminate about half an inch from the edge of the paper. Be careful to start far enough back so as not to crowd the name against the edge of the paper.

**Punctuation.**—The signature being the end of a letter should have a period placed after it ; also put a period after every abbreviation, such as "J." or "Jno." for "John."

**Addresses.**—The place and date is written at the beginning of the letter, and it is not necessary to repeat it after the signature. If there be any box or street number, county or any other particulars, it should be given in the place and date. Do not after signing your name, thus :

JOHN SMITH.

write below :

Address—John Smith, Box 320, Tara, Ont.

Give your correspondent credit for common sense enough to copy your address from the heading of the letter.



## LESSON XIV.

**Proper Folding.**

THE IMPORTANCE.  
 ARRANGING SHEETS.  
 THE SIZE.  
 THE LETTER SHEET.  
 THE NOTE AND MEMO. SHEETS.  
 FOOLSCAP.  
 INSERTION.

**The Importance.**—This may seem rather an unimportant lesson to some. However, we receive daily so many letters that disgrace the writers by the way we find them *stuffed* into the envelope. We think the work would be incomplete indeed without a few hints on this subject.

In Lesson 1 we noticed Letter size, Note size and Memorandum size, the two last named being usually about the same size. We also noted that the Envelope should be No. 7, a size suitable for the ordinary business paper.

**The Size.**—The sheet when folded should be nearly a half inch shorter than the envelope, as many persons tear the end off the envelope to open it. If the paper is as long as the envelope a piece is likely to be torn off the letter, and this in many cases causes vexatious delays. The folded letter should be at least a quarter of an inch narrower than the envelope and not more than three-eighths of an inch narrower, so that it can be easily withdrawn.

**Arranging Sheets.**—If the letter consists of more than one sheet, be careful to arrange them in order before folding. Also page each one so that they can be quickly re-arranged should they get out of position.

**The Letter Sheet.**—Suppose your letter lies before you just as you finished writing it. You will fold double by bringing the bottom over the top of the sheet; break it with a folder or with your hand; turn the end that is next the right hand towards you; then fold away from you one third the sheet, break with the folder, then bring the upper one third over towards you and break it with the folder, and it is complete.

**The Note and Memo. Sheets.**—These sheets being just half the size of the letter paper are just folded the same way as a letter sheet after it has been doubled, viz: a third of it from you, and the other third back towards you.

**Foolscap.**—There is no size of paper that suffers so much at the hands of the careless folder as foolscap. When it is to be put into the proper sized envelopes, which is nearly nine inches long, simply double it twice away from you, and it is ready. To fold for a No. 7 envelope, fold the bottom away from you a little less than a third, then the top towards you a little less than one third to the proper size for the length of the envelope, then turn the right hand end towards you, fold away from you one third of the sheet, then the other third towards you, and it is ready for the envelope.

**Insertion.**—The letter or note sheet lies before you folded: take it in your right hand and the envelope in your left; insert it, the last made break or fold downwards, into the envelope. There are two reasons why it should be so

done; 1st, The letter is easier inserted as there is nothing to catch on the edges or sides of the envelope. 2nd, When a letter is opened by tearing off the end, it is usually done with the right hand the address side towards you, when the letter is withdrawn with the right hand and the letter opens readily, the bottom towards you in position for reading.



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## LESSON XV.

### Addressing the Envelope.

NEATNESS.  
NAME.  
OCCUPATION.  
C/O.  
POST OFFICE.  
COUNTY.  
PROVINCE OR STATE.  
COUNTRY.  
GENERAL DELIVERY  
P.O. BOX.  
STREET AND NUMBER.  
INTRODUCTION.  
POSITION.  
ARRANGEMENT.  
PUNCTUATION.  
LEGIBILITY.  
STAMPING.

**Necessity for Neatness.**—There is perhaps no person who has not received letters at times on which the address was so shockingly written that they were almost ashamed to take it from the Postal Clerk. Every rule that could be given for neatness in arrangement, in writing, in punctuation, grossly violated; every principle of beauty or harmony completely ignored. There is no reason why such superscriptions should be inflicted on your friends. It is bad enough to have a miserable scrawl in the contents of the envelopes, but infinitely worse to have ugly looking addresses where every person can see them.

**The Name** of the person should be given with care so that no other than the owner will get the letter. It should have such additions as "Jr." or "Sr." as are necessary. Complimentary titles, scholastic degrees, military titles, official titles, as fully described on pages 22-24, should be given.

**Occupation.**—In towns and villages where the houses and buildings are not numbered, it is often useful to give a person's occupation such as "Accountant," "Contractor," "Machinist," to enable the Postmaster to distinguish between the different John Smiths that require letters at his hand.

**%** This common abbreviation, meaning "*in care of*," is used when a person, comparatively unknown, has made arrangements with a well-known person to take charge of his letters for him. Very often business houses send instructions to their travellers in care of a customer on whom they know he will call, to await his arrival.

**Post Office.**—The name of the Post Office should be prominent. It is not necessary to constantly follow the name of the place with the initials, P.O. Its position following the foregoing items will be sufficient to distinguish it in all cases, except in the case of a very obscure place, or a very long, involved address.

**County.**—It is sometimes necessary when a Post Office is very little known, to give the County in which it is situated. This is generally placed at the lower left hand corner of the envelope.

**Province or State.**—It is necessary to put on the name of the Province if the letter is to go out of the one in which it is posted. This also applies to States. For example,

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ne letter. It should  
"Sr." as are necessary.  
military titles, official  
4, should be given.

ges where the houses  
often useful to give a  
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to distinguish between  
letters at his hand.

meaning "*in care of*,"  
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ates. For example,

a letter is addressed to John Smith, Springfield. Now there is a Springfield Post Office in almost every Province of the Dominion, and in almost every State in the Union. Where would the intelligent government officials send it? we suppose to the Dead Letter Office where an improperly directed mail goes. It is required by the Canadian Postal Regulations that all letters to the United States should have the name of the State as part of the address, otherwise they will not be forwarded.

**The Country.**—On all foreign mail it is necessary to put the name of the Country on the envelope. This is the last item of the address.

**General Delivery.**—Strangers going to a town or city usually have the words "General Delivery," placed on the lower left hand corner of the envelopes of their letters, lest they be placed in the box of some person of the same name well known to the postal officials.

**Post Office Box.**—If the P. O. box forms part of a person's address it is sometimes prefixed to the name of the Post Office, and sometimes placed near the lower left hand corner of the envelope.

**Street and Number.**—This item frequently occupies a line by itself immediately following the name.

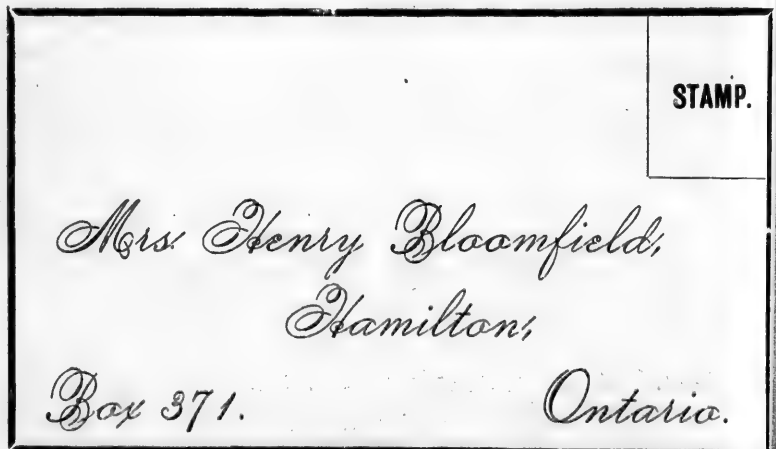
**Letters of Introduction.**—Such letters should have the words, "*Introducing Mr. A. B.*," near the lower left hand corner of the envelope. Such letters are usually left unsealed.

**Position on Envelope.**—The position on the envelope is determined to a certain extent by the length of the address. If a drop letter (one addressed to a person at the office where posted), the word "Town" or "City" is usually put on it instead of the name of the Post Office.

The name with any titles or additions should be mid-way between the right and left ends of the envelope—not crowded to the right or left. The usual obliquity towards the lower right hand corner should be carefully observed. Words, &c. may often be abbreviated or extended to make lines of suitable lengths. Street may be written in full, or "St.," &c.

The end of the concluding word should not be very far from the lower edge or the right hand side of the envelope.

The name in the case of even the longest addresses should be very little above the middle of the envelope, and in short addresses, a very trifle below the middle.



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the middle.

**Order of Arrangement.**—The customary order, as indicated in the example given, is the name first, then the address, beginning with the smallest item, be it Post Office, or box, or street number, then proceed logically, the largest coming last.

A change—very convenient for Postmasters—is however, suggested. That is, put the largest place of its destination first, then the lesser; saving the postal clerks the trouble of reading through the name, street number, &c., which only concern the clerk in the office of delivery.

*Manitoba,*

*Winnipeg,*

*36 Maine Street,*

*Wm. Thompson, Esq.*

STAMP.

STAMP.

*Amfield,*

*n;*

*Ontario.*

<p>STAMP.</p> <p><i>Thos. Williams, Esq.,</i> <i>Town.</i></p>	<p>STAMP.</p> <p><i>Prof. James Smith,</i> <i>Queen's University,</i> <i>Kingston, Ont.</i></p>
<p>STAMP.</p> <p><i>Mr. Henry Brown,</i> <i>Hamilton,</i> <i>Box 47. Ontario.</i></p>	<p>STAMP.</p> <p><i>Gen. F. M. Drake,</i> <i>84 William St. East,</i> <i>St. Paul,</i> Introducing <i>J. WILSON. Michigan.</i></p>
<p>STAMP.</p> <p><i>Messrs. Grier &amp; Brown,</i> <i>43 Poulett Street,</i> <i>Owen Sound,</i> <i>Ontario.</i></p>	<p>STAMP.</p> <p><i>S. W. Hill, Jr.,</i> <i>Ridgeville,</i> <i>Co. Welland. Ontario.</i></p>
<p>STAMP.</p> <p><i>W. Thompson, Esq.,</i> <i>City Clerk's Office,</i> <i>Brantford, Ont.</i></p>	<p>STAMP.</p> <p><i>James Jamieson, Esq.,</i> <i>c/o William Hay, Esq.,</i> <i>Temperance Street,</i> <i>Eng. Liverpool.</i></p>

**Punctuation.**—The directions given on pages 25 and 26 will be sufficient to cover the envelope address, and these need not be repeated here. Care should be given however to the correct punctuation of the address. It is no excuse to offer carelessness to say that the letter will get to its destination without periods and commas. "What is worth *doing* is worth *doing well*."

STAMP.  
Prof. James Smith,  
Queen's University,  
Kingston, Ont.

STAMP.  
En. F. M. Drake,  
84 William St. East,  
St. Paul,  
Michigan.

STAMP.  
W. Hill, Jr.,  
Ridgeville,  
Welland, Ontario.

STAMP.  
Es. Jamieson, Esq.,  
10 William Hay, Esq.,  
Temperance Street,  
Liverpool.

**Legibility.**—At least ninety-nine out of every hundred letters that do not reach their destination fail on account of an illegible address. It may be written carelessly—the letters poorly made, some left out and others distorted into unrecognizable forms,—or the name, &c., may be obscured by flourishes. The one is as bad as the other. Much of the mail sorting is done by artificial light. The wonder is that more letters do not go astray. The vast sums of money found annually in illegibly addressed letters must be a great source of loss to careless people. There are also many letters sent to the Dead Letter Office for want of any address every day. This is especially the case with Postal Cards.

**Stamping.**—As indicated in all the examples, the stamp should be placed on the upper right hand corner. If there are more than one stamp required, either on account of extra weight or registration, place them side by side, do not put the additional stamps on the left corner. The postal clerks always wish to deface all stamps at one time. Place the stamp right end up, and see that it is well fastened to the envelope by the mucilage.

Do not try to get the stamp so close to the corner that the perforated edges will project over the envelope. It does

not look well, and it is very liable to get rubbed off in the mails.

NOTE.—*The teacher will do well to have class look up the various existing postal rates, not only on letters, but on all classes of matter. As they frequently change they cannot well be incorporated here.*



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## LESSON XVI.

✓  
**Postal Cards.**

**Telegrams.**

**Business Cards.**

{ FOR WHAT INTENDED.  
NOT INTENDED FOR.  
ADDRESS FIRST.  
FOR COPYING.  
REPLY CARDS.

{ TELEGRAMS SHORT.  
NO FORMALITIES.

**For what intended.**—Postal Cards are intended for short messages and notices not of a very private character. They are not necessarily of a formal nature, and are usually begun with "Sir," &c., without any formalities of name and address.

**Not intended for.**—Postal Cards are not intended for messages of a personal character, nor for giving a person a cut on. It is improper to use them for dunning letters and other notices to pay. They often give offence. It is not good taste to remind customers or friends of their delinquencies on a card that can be read by a message boy, clerk, &c., before it comes to the owner's hands.

**Address First.**—It is well to write the address on the card first of all before the message is written, otherwise the card may go to Post without the address. It is not necessary to put the name and address of the person written to on the back of the card, as it is already on the face.

**For Copying.**—Many persons write across the card, but there are so many short lines, and therefore so many breaks. Write the longest way on the card. For copying, the card can be arranged so as to copy conveniently in the Letter Book by turning the card over from you after you have written the address on it. Write the message on it just as it lies before you after it is turned. It will appear written as some would say wrong side up. To copy it, wet the leaf of the Copying Book, lay the card on the page, towards the middle of the book, and fold the outside half of the leaf over on it. You at one impression of the press, copy both the message and the address of the party written to in right order for reading. If both sides are not copied, you have the message and no name to index for it.

**Reply Cards.**—For the convenience of those who wish an answer to their card, the government have arranged two cards together, one of them called the reply card, on which you write you write your own address for the return message.

**Telegrams—Short.**—Telegraphic despatches are usually short. Ten words have to be paid for at least, and much can be said in those words by a business man accustomed to send messages. It is excellent practice for students and others to try putting messages into ten words. It would be a blessing to business men would some letter writers study condensation, or, as newspaper men say, "boil down." It is simply surprising how some correspondents will repeat their messages. We could easily turn to letters where the one thought is put in four or five different forms of expression in one letter. It is refreshing to get a telegram once in a while,

where the expense forces the sender to condense what would otherwise be a verbose repetition were it written in a letter. A telegram should be "*Multum in Parvo.*"

**No Formalities.**—In telegrams no formalities are observed such as complimentary addresses, complimentary closing, &c. The name and address to begin with and the signature to close with.

**Business Cards** are used by business men to make known what they do, and where their place of business is. Some use handsome lithographic designs, others, ordinary printed cards. Whatever kind you use let it be tasteful in design, neat and clear, not gaudy. An ugly or slovenly style will disgust the receiver.



## ✓ *Miscellaneous Hints and Cautions.*

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**Figures.**—Do not use figures in the body of a letter, except dates and sums of money, street numbers, box numbers, &c.

**Post Scripts** are additional items added to a letter after it has been written and signed. Do not use N.B. P.S. is the correct prefix. Better to write all you have to say in the body of the letter, and avoid as much as possible the use of these after-thoughts.

**Be Prompt** in answering all business letters—those containing favors especially.

**N.B.** (*Nota bene*) means take particular or special notice. Do not use instead of P.S.

**R.S.V.P.** ("*Repondez s'il vous plait*,") meaning please answer, may sometimes be used.

**Titles.**—It is not good taste to use titles such as Prof., Hon., Rev., Gen., &c., with your signature. Allow others to give you your honors.

**Miss or Mrs.**—Ladies should always sign their names so as to make known whether they are married or single, when writing to those unacquainted with them. It is therefore quite commendable to use Miss or Mrs. before their names in such cases.

**One Side.**—Write only on one side of the paper in business correspondence. These letters are very difficult to read and use when fyled in the usual fying appliances. Do as you please in private correspondence.

**Money Letters.**—On opening a letter containing a remittance of money or anything valuable, immediately endorse a memo. of the contents across it. The author always uses a dating stamp similar to the following, which he stamps on all letters. When blanks are filled up the letter shows a concise history of answer.

Received .....

JAN. 25, 1890.

Ans'd ..... 189 ..... by ..... L.B. Folio .....

Sent ..... by .....

**Replies.**—When you require a *reply* to questions which are for your benefit, do not neglect to enclose a stamp, stamped envelope or Postal Card with your letter.

**Official Letters.**—May be addressed to the office instead of to the officer, as "The Minister of Education, Toronto," instead of the "Hon. G. W. Ross, Toronto."

**Petitions.**—All petitions to boards of aldermen should begin with "Gentlemen." They are usually ended with "And your petitioners will ever pray."

**Reports.**—Reports of committees to public bodies, or boards of aldermen ; also memorials, &c., are usually closed with “All of which is respectfully submitted.”

**Applications.**—Letters of application should be to the point, neatly written and respectful in tone. If in answer to an advertisement, give, as far as possible, answers to all the requirements. Testimonials or references, or perhaps both, are indispensable. Originals of testimonials are not usually required. Copies, marked “(Copy)”, are generally considered sufficient. Do not get down “on all fours,” in the most servile style, nor yet do not get pompous or stilted in your manner of expressing yourself. The happy medium should be struck here if in any letter.

**Rhetoric.**—Fancy rhetorical touches, flashing periods, and combinations of high Latin words, (the largest in the dictionary), are to be avoided. Plain, straightforward speech only is required. In an argument, however, place the stronger after the weaker always.

**Angry Letters.**—If you are ever tempted to write a letter under intense excitement of anger or resentment, do not post it. Keep it over a day or so, and you will on second thought be sure to change it. Remember, a spoken word may be forgotten, but a written one may confront you in unfavorable circumstances at any future time.

**Anonymous** letters are not desirable. They do not become a gentleman. Do not write anything you are ashamed to put your name to.

**Letters of Introduction**

—A letter introducing a person should be short, definite in statement of fact. Be careful *who* you introduce; that you are well acquainted with them. Let such letters be candid, stating all that should be known. An extravagant eulogy is altogether out of place.

**Abbreviations.**

—The most unnecessary kind of abbreviations are such as "C'wood," for Collingwood; "B'ville," for Bowmanville; "Jnston," for Johnstown.

**Dates, Enclosures.**

—It will be noticed by referring to pages 41-3 that the date of the letter you are answering should always be given in your letter. If anything has been enclosed (especially money) be careful to make note of it also in your reply.

**Lead Pencils**

are not desirable for writing business letters. The writing is so easily changed that you do not know what may result from such a letter. The writing is not easily read. It is easily blurred and at best indistinct. The facts are against you every time. Don't use it,

**&.**

—The character "&" has two uses, (1) in the names of firms, as Smith & Brown; G. & J. Meir; John Hamllton Co.; (2) in connection with "c," forming "&c," signifying *and so forth*. Do not scatter these characters indiscriminately on the face of your letter. Use them only in their proper place.

**Etc. (*Et cætra*)**

means "and other things." Distinguish between the use of "and other things" and "and so forth," which may mean in such a way or manner or order.

**Flourishes.**—An appropriate place cannot be found in business letters, for flourishes or ornamental penmanship of any kind. They only mix up and obscure the writing.

**Blot.** These are unmistakeable evidences of carelessness. If you do not wish a correspondent to form an unfavorable opinion of you do not allow a blotted letter to go to the Post Office. Re-write the letter and in doing so do not overload your pen with ink.

**Interlineations** (*Writing between lines*).—Some persons have a bad habit of leaving words out of sentences and letters out of words when writing. If you must send off the letter with such in, the correction is made thus:—

*Henry went to Brown's dinner.*  
for  
A

The small mark used *below* the line is called a *caret*. It is better not to leave out the word. If you find yourself often making such errors it is better to re-write your letters. If you will persevere in this for some little time you will conquer this habit.

On no condition is it permissible in a business letter to interline a whole sentence or even a number of words. Always re-write in such a case.

Leaving out a letter is *bad spelling*. The best way to correct this is to carefully scrape out the word and re-write

**Underlining.**—The underlining of words in letters is done to draw especial attention to them, to emphasize them. The tendency is to overdo this and leave the letter stronger than without them.

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 ornamental penmanship  
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In the preparation of manuscript for the press underlining signifies as follows:—

1. One line drawn under words thus: "Now the shades of night are gone," gives the compositor to understand that these words are to be set in italic type.

**Example:** "*Now the shades of night are gone.*"

2. Two lines, "Now the shades of night are gone," means that the words are to be printed in small capitals.

**Example:** "NOW THE SHADES OF NIGHT ARE GONE."

2. Three lines, "Now the shades of night are gone," signify that the words are to be set up in large capitals.

**Example:** "NOW THE SHADES OF NIGHT ARE GONE."

4. Four or more lines drawn under words in "Copy" for advertisements or job work, indicate very large capitals. These are used to show the compositor what you wish to show up prominently as "*Features.*"

**Crosslines.**—Postage is cheap, so is paper. There is therefore, no reason for deforming your letter by writing along the margins or across the other writing. It renders the letter obscure. When it took the wages received for two days' work of an ordinary working man in Canada to pay the postage on a letter to England, there was some excuse for it. There is none remaining now.

**Erasures.**—Do you find it necessary to rid yourself of a word? Do not draw your pen through it and thus completely disfigure your letter. If you do not wish to scrape it *rule* a couple of red ink lines through it carefully. It is better to re-write the whole page, however, if possible, than to have a word either ruled out or scraped out. If you wish to scrape out words procure a regular scraping knife. It has a heavy short blade so that it will not quiver. Keep it as sharp as it can be made, and do not use it for any other purpose than that it is intended for.

To use it aright hold it firmly and scrape very lightly, taking very little off at a time. Do not dig post holes in the paper. When you have removed the ink take the handle and rub over the place to smooth down the surface of the paper.

A surface can be put on the paper so that you can write on it about as well as before, by rubbing a piece of the best white resin over it. When this is done it will not soak up the ink.

If you want to be sure to miss getting a position you are applying for, just erase a few words in your letter of application. This recipe will never fail you.

**Difficult Letters.**—When business is running smoothly when there are no misunderstandings or complications, the task of writing letters is, comparatively speaking, easy. It is, however, many times more difficult when long explanatory letters have to be written to adjust misunderstandings that occasionally arise in reference to purchases, sales or

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contracts. It is sometimes necessary to conciliate persons in order to avert losing their trade and sometimes necessary to censure for neglect. A harsh letter very often provokes a harsh reply and thus long-continued pleasant business relations are broken off abruptly where a little careful treatment would have cured the trouble. Harsh, cutting letters are very seldom any use. They usually do more harm than good, and the person who writes one is likely to be the most ready to take offense if he receives one. It was well said by Solomon that "A soft answer turneth away wrath, but grievous words stir up anger." The complications of every business are peculiar to itself. It is therefore impossible to deal with special difficulties in this work only to give one general direction,—Never to write an ungentlemanly or discourteous letter under any circumstances, even if you have come to the conclusion that you would rather not have any further business relations with the house either on account of their perverseness or their unbusinesslike methods. A retort on your part brings you down to the level of the person whose crooked habits you perhaps despise and will produce no good for you in the end. It is not to be understood from this, however, that any point of honor or justice is to be yielded or violated or that a man is to give in to all the whims and notions of his customers. Not at all, but to write firmly but without asperity when necessary and in a conciliatory or explanatory or apologetic way when the best interests of the business require it.

**Letters of Censure** especially require great care. An agent is going beyond his instructions. It is necessary to bring him into proper position without giving offense. The tone of the letter should be most respectful and firm but cheerful

and not arrogant. A partner is exceeding the articles of partnership in his acts. A letter of remonstrance by one or more of his partners is a most delicate one. Try a few such letters for practice.

**A Dunning Letter** requires considerable care in its composition. Two ends must be kept in view, the first to obtain the money due; the other to avoid giving offense to the delinquent. Generally a plain businesslike straightforward statement is best, not abrupt or dictatorial, as a dictatorial tone is likely to put the debtor into a spirit of opposition. An appeal to the honor of the debtor is often very effective and in some cases is the only way to collect an amount due, and this, if done nicely, is not likely to offend. In some cases to suggest legal proceedings as unavoidable in the matter, though unpleasant to yourself, made necessary by the long-continued delays or neglect of compliance with promises often made, will prove effective. In any case great pains should be taken to word the letter effectively but not to awaken a spirit of opposition.

**Letters Containing Enclosures.**—In writing a letter in which money is enclosed be very careful to state the amount. If a note or draft is enclosed give full particulars as to time, amount, where payable, due date, and in all cases of remittances state clearly what it is for. If it is to retire a note, draft or other obligation, describe, as carefully as possible. If there is a distinguishing number as in insurance policies, etc., do not fail to give it. Such letters should always have a reply and the reply should acknowledge all enclosures.

A very good plan is to place a stamp on the letter similar to this,

*ENCLOSURES:*

.....  
 .....  
 .....  
 .....

and fill in the articles so that if the letters are written by one and copied and mailed by another that a list of the enclosures can be had without reading the letter through to find them. Acknowledgements are frequently made by filling up a printed blank on a Postal Card or Note sheet similar to the example on next page.

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 Such letters should  
 ld acknowledge all

OFFICE OF  
TELFORD & CO.,  
Bankers.

Chatsworth, ..... 189..

Mr. John Smith,  
Durham, Ont.

DEAR SIR,—

Your favor of ..... is  
received with stated enclosure of .....  
Dollars, which we have duly applied as directed.

Yours respectfully,

Telford & Co.

*Per W. P. T.*

\$.....

REMARKS.

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## *Subjects for Exercises.*

1. Write to James Smith, Chatsworth, Ont., enclosing his account, requesting payment as soon as convenient.
2. Write James Smith's reply, enclosing cash in payment of account.
3. Your reply, acknowledging the receipt of cash.
4. Supposing James Smith could not pay his account when he received it. Write his letter asking for more time.
5. Your reply, granting him the time asked for.
6. Write Smith's letter, supposing at the end of the time asked for, he remitted you a cheque on Merchants Bank, Owen Sound, in payment.
7. Write to A. Cunningham, Commission Merchant, Toronto, stating that you have 5,000 bus. of wheat, which you would like to dispose of. Ask for his terms, and market prospects.
8. Cunningham's reply, giving terms, also market prospects for a good sale, if wheat is good.
9. Write again, stating that you have shipped the wheat per C. P. R. Enclose invoice.

10. Cunningham's acknowledgement of receipt of consignment in good condition.

11. Cunningham sells the wheat, and writes stating that he encloses account of sales; also Bank Draft on Merchants Bank, Owen Sound, for 4,675.50, for proceeds.

12. Your reply, acknowledging receipt of letter and enclosures; also requesting information regarding the price of barley.

13. Cunningham's reply, giving the desired information. He states that barley would not be a very good investment at present, and suggests other things that would be more profitable.

14. John Kincaid, Wholesale Clothing Merchant, Toronto, having been recommended to you by C. A. Fleming, write for prices, also terms of payment, &c. Also tell him that you are but newly starting in business, and ask his advice as to the amount of capital required and other particulars you may wish to find out in your line of business.

15. His reply, giving prices; also terms of payment, and stating that a traveller will call in course of three weeks with samples; also giving some advice.

16. Your letter, ordering goods.

17. Kincaid's reply, stating that he shipped goods.

18. Your letter, remitting cash in payment of invoice.

19. His reply, acknowledging receipt of cash.

20. Kincaid's letter to C. A. Fleming, asking for information regarding your standing as a business man.

21. Fleming's reply, stating that Kincaid would be safe in filling your order, as you are quite able to pay.

22. Fleming's reply, giving an unfavorable opinion of your financial standing.

23. Remit \$1.00 to Jno. Dougall & Sons, Montreal, as subscription to Montreal *Weekly Witness* for one year.

24. Dougall & Sons' reply, acknowledging receipt of letter, &c.; also enclosing blanks, requesting you to get up a club, offering premiums, &c

25. Your reply, stating that you could not attend to the matter, and that you gave blanks, terms, &c., to a friend (whom you name) who could attend to it.

26. Dougall & Sons' reply, thanking you for what you did.

27. Dougall & Sons' letter to the friend to whom you gave blanks, &c.

28. Your friend's letter, sending club of 15 subscribers; also cash \$12.75, in payment.

29. Dougall & Sons' reply.

30. Remit \$1000.00 to Mgr. Molsons Bank, Hamilton, for your credit, requesting Deposit Receipt for \$500.00, and balance on open account.

31. Manager's reply.

32 Draw a draft on J. R. Smith of Chatham, for \$500. Write a letter asking him to accept the same on presentation. Enclose statement of account.

33. Smith's reply, refusing to accept the draft on account of its being overdrawn for a considerable amount. He wants an explanation immediately.

34. Your answer, saying that you have carefully looked over his account, and can find no mistake. You enclose him another statement of his account, and request immediate answer.

35. His reply, acknowledging his error, and explaining how it came about. He encloses you a note for the amount.

36. Your answer, acknowledging receipt of above.

37. Melville & Co.'s letter to John Macdonald, Toronto, ordering Dry Goods. Give a description of the goods wanted. Tell how you want them shipped, &c., and how you are going to pay.

38. Macdonald's reply, advising you of shipment of goods. One or two of the articles required are not in stock. Tell what you can offer instead, and at what price, and try to use such arguments as will induce Melville to take the goods you offer as substitutes for those ordered.

39. Melville's letter on receipt of goods. One parcel is inferior to what you ordered. Ask whether you are to send it back at Macdonald's expense, or hold them subject to his order. Also answer his letter, telling whether you will accept the goods offered in it, instead of those you ordered.

40. Macdonald's letter, stating that he has made arrangements with Gray Bros., who have consented to take the goods. They will call for them. He offers excuse for having made a mistake, and advises you of shipment of the required article and also goods mentioned in letters 38 and 39.

41. Macdonald's letter to Gray Bros., describing goods to them, and offering discount if they are willing to take them.

42. Gray Bros.' answer, accepting the offer.

43. Letter of Introduction. Write J. H. McDuff, Winnipeg, introducing Mr. R. C. Gillies.

44. Letter of Credit for £300 in favor of C. M. Farney, addressed to Glenn, Mills & Co., Banker's, London, Eng.

45. Write a Letter of Recommendation for your book-keeper, Mr. L. V. Johnston. He has been with you six years and wishes to go south to a warmer climate for his health.

46. You are Secretary of a Literary and Debating Society. Write a letter tendering your resignation, giving reasons.

47. You are assistant Book-keeper for a manufacturing firm. Write the Manager, asking leave of absence for three weeks on account of your health. You wish to go to Parry Sound, to try and recuperate.

48. Write the Manager's reply, granting you leave, &c., &c. Since you are going to Parry Sound, he wishes you to transact some business for him, which he mentions. He offers to let you off free if you are willing to undertake it—your salary to go on the same as if you were in the office.

49. Your reply, refusing on account of your health. You need perfect rest, &c., &c.

50. Prepare an advertisement for the *Times*, for a gent's furnishing house, relative to spring goods, styles, your facilities, your cutter, &c.; underlining as required by printers.

51. Print in letters of suitable size and weight, a letter heading.

52. An acquaintance of yours has just come to town. Write for him a letter introducing him to Messrs. McClean & Co., with whom you are acquainted, recommending him to them, and asking them to supply him with goods on credit. Give reasons why your friend is not able to pay cash at present.

53. Write to D. Knechtel & Co. of Hanover, asking them why goods ordered long ago and promised to be ready at a certain date have not arrived. State that you cannot wait any longer, and if goods do not arrive at a certain date, you will purchase somewhere else.

54. Knechtel & Co.'s reply, stating how the delay occurred. Say that you can send part of order by date mentioned, and the remainder at a later date. Ask if that will suit.

55. You hold a mortgage of \$1,000 on the farm of William Robinson, Dornoch Post Office. Notify him that the half-yearly interest falls due in two weeks. (Name exact date.)

56. You get no answer to the last letter, wait till the interest is six weeks overdue, and write again, requesting immediate payment.

57. Write Mr. Robinson's reply, sending \$20, being half the interest, saying that crops had been a failure, and asking you to wait a month longer, until he had time to earn it by cutting and drawing cordwood to town.

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58. Write him a sympathetic letter, enclosing receipt for \$20, granting time for balance, and stating that nothing would be charged on account of being behind time.

59. Write Mr. Robinson's reply, dated three weeks after last, enclosing \$20 balance of interest, and thanking you for waiting on him.

60. Write a letter, asking for payment on account. (Simply a gentle reminder.)

61. Write a letter remitting payment on account.

62. Write a letter of introduction for J. Smith, Merchant Tailor, incurring a liability in case he does not pay.

63. Write a letter stopping the *Weekly Mail* newspaper. Your subscription having expired, you do not wish it any more.

64. Write a letter notifying the London Mutual Ins. Co., London, that your barn was burnt. Give circumstances connected with the fire, and request them to send their inspector at once. Give number of your policy.

65. You have received Goods from Wilson & Co., Montreal, but part of your order is missing. Write your letter.

66. Write a letter of recommendation for a friend who is going to Detroit. He is a bricklayer.

67. Write a letter applying for situation as Book-keeper, in response to this advertisement.

WANTED.—A first-class Book-keeper; must be a neat and rapid penman and quick at figures. Permanency to the right man. Apply—Canada Paper Company, Montreal.

68. Write a letter answering one addressed to you, asking about a clerk that was in your employ.

69. You are an Assistant Book-keeper for a Lumber firm. Write the Manager, asking leave of absence for three weeks on account of your health. You wish to go to Buffalo to consult a doctor.

70. Write the Manager's reply, granting you leave of two weeks. He wishes you a pleasant time, and much improved health. He states that the Company's Steamer will leave with a load for Buffalo, and offers you free passage there and back on it.

71. You have a large office containing several rooms. You can easily spare one. Write out an advertisement of one to rent, suitable for Real Estate or Insurance Agency Business, at \$7.50 per month for Office, Furniture, &c.

72. Write to a prominent man of your acquaintance, asking a letter of recommendation. You are going out West in search of employment.

73. Write his answer and letter of recommendation, which he encloses with it.

74. Write out an order for your hired man for \$7.00 worth of Goods, on your nearest merchant with whom you do business.

75. Write a letter to a Wholesale firm, who hold your note for \$380.00, due in ten days or so. Ask them to renew \$300.00, and you will pay \$80.00 and interest for three months. Give reasons why you ask such extension of time.

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76. Write a letter to the *Globe* Printing Co., Toronto, enclosing "copy" for change of advertisement, stating that an electrotype for part of it is sent by mail.

77. Write the *Globe* Co.'s letter, enclosing bill of advertisement to you for \$60.00, stating also that a draft is made at 30 days, and asking you to honor same.

78. Write your letter, complaining of an overcharge of \$5.00 in the bill for advertisement—the advertisement being in only eleven weeks instead of twelve at \$5.00 per week.

79. Write the *Globe* Co.'s reply acknowledging the error, enclosing \$5.00 cash, and asking you to honor their draft.

80. Write your reply, stating that you have accepted their draft, and acknowledging receipt of \$5.00.

81. Write to Henry Jones, of Toronto, asking him for the returns of a Consignment of Apples, sent a month ago.

82. Henry Jones writes you, enclosing account of sales and Draft No. 3825 on Merchants Bank, Owen Sound, for \$320.00 net proceeds.

83. Write Henry Jones, advising him of a second shipment of 300 bbls. of winter apples just shipped per C.P.R., (freight paid to Toronto,) worth \$2.25 per bbl. at Toronto.

68. Jones writes to you that a better market than in Toronto could be found in Glasgow, Scotland, as he could get \$4.40 per bbl. there for them, the freight being 50 cents per bbl., and asking you to advance \$150 for freight on them.

69. Write Jones, sending Draft No. 674 for \$150, on Molson's Bank, Toronto, advising him to ship immediately.

86. Write "Printers' Copy" for a large poster advertising an extensive auction sale of live stock and farm implements. D. Saunders, lot 12, con. 3, Sarawak, Proprietor; W. Beaton, Auctioneer. Give full list of articles to be sold and terms of sale.

87. Write to William Beaton, Kilsyth P. O., who is an auctioneer, asking if he will conduct an auction sale for you of your farm stock and implements in about three weeks from date, also what his terms are for same. Give him an idea of what you have for sale.

88. Write Mr. Beaton's reply to you, stating that he can attend to your sale on the 24th instant. His terms are \$10 for his services and the advertising of sale—if the goods sold do not foot up to more than \$1000. If over that amount, 1 per cent. on the entire amount of sale.

89. Write W. Beaton, accepting his terms and date. Enclose him a full list of the articles you have to sell, giving reason for selling that you have rented your farm. Give terms of sale.

90. Write an advertisement for a note you lost, giving full particulars about note and where lost. Offer reward for its return to the *Globe* office and caution all persons against negotiating it.

91. Write a letter to the maker of the lost note mentioned in the above advertisement, asking him not to pay to any person as it had been lost and no value received by you for same.

92. Write ware house plies. Spec a trial order

93. Prep Pan, for new the "Cook" with and wi

94. Your trip with san for a circula your represe (Leave a bl

95. Prep your district Clawson W tee freedom weed seed.

96. R. F house was the Roller pare an adv the re-open hardware is filled up.

92. Write "Printers' Copy" for circular for a retail hardware house in Spring, announcing full line of builders' supplies. Specify a number of articles. Invite inspection and a trial order. T. I. Thompson is proprietor.

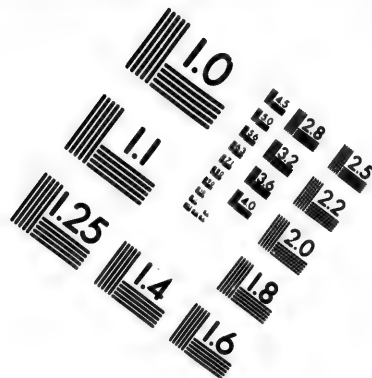
93. Prepare an advertisement for Messrs. Redfern & LePan, for newspaper, about a new style cooking stove called the "Cook's Pride." Give its good qualities, and prices with and without fittings.

94. Your firm's traveller is going out on his usual spring trip with samples of goods for the fall trade. Prepare "copy" for a circular letter to customers, telling them the date when your representative will call on them and solicit their orders. (Leave a blank to fill in date.)

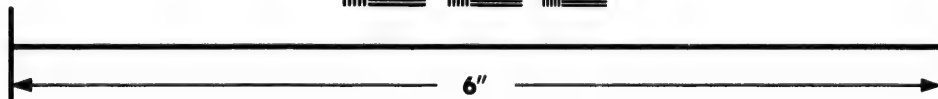
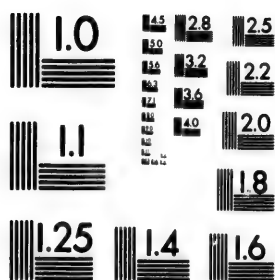
95. Prepare "Printers' Copy" for a circular to farmers in your district, telling them that you have for sale 200 bushels of Clawson Wheat, pure and clean, suitable for seed. Guarantee freedom from admixture of either other kinds of grain or weed seed. Quote price at \$1.15 per bushel.

96. R. P. Butchart & Bro, whose extensive hardware house was destroyed by fire last week, have re-opened in the Roller Rink adjoining their old place of business. Prepare an advertisement for the *Times* newspaper announcing the re-opening, stating that their stock of builders' and heavy hardware is complete, and that other lines are being rapidly filled up.





# IMAGE EVALUATION TEST TARGET (MT-3)



# Photographic Sciences Corporation

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WEBSTER, N.Y. 14580  
(716) 872-4503**

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97. Prepare copy for the printer for a circular letter to customers for the firm mentioned in the preceding subject, in accordance with the statements in reference to fire, new premises, stock, etc., and also suggest to customers that the recent heavy loss makes it necessary to ask them to settle their accounts at an early date.

98. Your partner, John Wilson, whose articles of partnership prevent from endorsing negotiable paper or becoming security for others, has endorsed a note of \$320 for W. Brown & Co., and another for Thos. Allan & Sons for \$200. Write him a very nice but firm letter of remonstrance.

99. You are manager of an Insurance Company. S. J. Ferrel, agent, of Warton, is exceeding his instructions in taking risks and granting provisional receipts on town property. Write him calling attention to rules Nos. 27, 30 and 36 in his printed instructions.

100. You are Secretary for the Smith Manufacturing Co. Their agent, Wm. Peters, of Clinton, Ont., has not made the monthly return required of his business on behalf of the Company. Write him asking for returns and reasons why such were not made.

101. Another agent of the Company, S. Parsons, Baltimore, Ont., has made an incorrect return for month of July past, omitting to credit Company with 4 self-binders, crediting them with only ten instead of 14, and in debiting them for W. J. Morrison's notes at one, two and three years from July 1st, of \$50 each, when said notes were only for \$30 each.

102. Mr. no reply to turn of his pany must

103. Write Address him him copies and ask him that you ha

104. Write corrections at \$20 each were destroyed that the Co company fo

105. Write error. State binders.

106. You your customer attention to y

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102. Mr. Peters, of Clinton, mentioned in No. 100, makes no reply to your letter. Write him again, asking for a return of his transactions. State that the rules of the Company must be complied with.

103. Write the Company's general agent, Mr. Geo. Miller. Address him in care of Palmer House, London. Enclose him copies of your two letters to Mr. Peters, of Clinton, and ask him to go at once and investigate his affairs. State that you have had no reply from Peters to either letter.

104. Write Mr. Parsons' reply to No. 101, making necessary corrections in notes by sending with letter three more notes at \$20 each, and stating that the four self-binders mentioned were destroyed in a smash-up on the railway at Whitby and that the Company had already made a claim on the railroad company for them.

105. Write Mr. Parsons an appropriate apology for your error. State that you have duly credited him with the 4 binders.

106. You are a retail grocer. Prepare a nice circular to your customers to be sent out before Christmas, calling attention to your goods. *Prepare it for the printer.*

107. Grier & Brown, of Owen Sound, owe you \$60.25. Make out a statement of account and send to them, stating that if you do not hear from them in ten days you will draw on them at 3 days, adding bank charges.

108. The draft mentioned above is returned with "Refused" written on the back of it. Write them for an explanation.

109. Write Grier & Brown's reply stating time too short could not meet it, and amount of \$2.50 too great on an item of interest charged thereon. Will accept for correct amount at 30 days.

110. Write reply to Grier & Brown when new draft is drawn, adding interest for 33 days and bank charges and deducting the \$2.50 complained of, stating that they should have raised the objection before the first draft was sent forward.

111. Write to L. V. Johnston, 235 State St., Chicago, Ill., asking what are the chances for a young man of your abilities in that city. (*Mr. Johnston is an acquaintance.*)

112. Write Mr. Johnston's reply. Chances good,—has spoken to his employer. Will likely get employment with him if there by the 30th June.

113. You have been unable to attend College for some days. Write the Principal a letter of explanation.

114. There is to be a change in the firm of which you are a member; one retires and two new partners are to be taken in on the first day of August next. Date of this letter to be June 10. Prepare a circular letter to all customers whose accounts are due or will be by that time requesting a settlement before Aug. 1st.

115. Your book-keeper, Mr. Henry McLeod, who has been with you 6 years, is leaving you to seek more remunerative employment. Write a testimonial for him expressing your appreciation of his services, character and ability, and recommending him to others.

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116. Write to S. J. Parker telling him that you have purchased Lot 3, on the west side of Scrope street, for him at \$1800. Give terms and request him to call and complete the transaction.

117. Write to A.W. McFall telling him that you have rented his farm for him, giving terms, tenant's name, length of lease and other conditions.

118. Write to J. Brown remitting \$50 per Bank Draft and a new note to cover an old note. Interest due and interest in advance on new note.

119. Acknowledge receipt of No. 118 and return old note.

120. Ask an extension of time for the payment of new note in No. 118, giving reasons.

121. Write the General Manager of the C. P. R. for the freight rates on General Mdse. from Owen Sound to Port Arthur and to Winnipeg. Give him an idea of the quantity of freight you have.

122. Write the Manager's answer to above letter.

123. Write to J. Smith, Manager Gore Fire Insurance Co., sending him policy on your furniture which you are going to remove to another house. Ask his consent to the transfer.

124. Write to R. Smith, Wiarton, asking the cash value of Lot 3, Con. 7, Keppel. Ask him to send a description of the lot.

125. Write Mr. Smith's letter in answer to No 124, giving full particulars asked for.

126. Write a telegram to J. P. Moore & Sons, New York, asking them why your order of 15th inst. for 16 Winchester Rifles and 25 cases cartridges has not been filled.

127. Write their telegram to you, stating that the order was filled on the 17th, and shipped by American Express Company.

128. Write a letter to Geo. Price, the agent for the American Express Co. in your town, enclosing a copy of the foregoing telegrams, and ask him to investigate the matter at once.

129. Write "Copy" for the printer for a neat card announcing a "Millinery Opening" on March 25, 26 and 27. Invite patrons and friends to call and inspect goods. Draw out a neat form and underline according to the display you want on the card.

130. Write "printers' copy" for a circular to your creditors and others, intimating that your firm has dissolved partnership. Enclose them a copy of the articles of dissolution, and bespeak for the new firm the good-will, &c., accorded to the old firm.

131. Write copy for an advertisement in the paper announcing that your firm had dissolved partnership. State who will pay firm debts and collect outstanding accounts, and who will continue the business. Have it duly signed by the proper persons.

132. Prepare printers' copy for an advertisement of a horse that has come to your premises.

133. Write printers' copy of an advertisement of a cow that has strayed. Give full particulars.

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134. You have been building a block on Baker street, Guelph. You have left a quantity of brick, stone and lumber on the street that partially blocks the traffic. Write the City Engineer's letter to you requesting its removal.

135. Write an answer to the foregoing letter, expressing your regret that the street was not cleared sooner and assure the Engineer that you will have it attended to at once.

136. You have an undesirable tenant, named John Smith, in your house on Lot No. 15, on the North side of Baker street. Write him notice to leave your premises on or before the 24th of next month.

137. Write a letter to an undesirable tenant, John Brown, occupying a house on lot No. 4, on the West side of George street, asking him to pay up \$17.50 arrears of rent past due and to vacate your premises on or before the 16th of next month. State also that if he is not out at that date the rental for next month thereafter will be \$15 and that the rental will be doubled each succeeding month he continues to occupy.

138. You occupy a house belonging to Thomas Wilson. Give him notice that you desire to leave his house on or before the 20th of next month.

139. Notify your landlord, A. J. Bond, that the roof on the house you occupy is in very bad repair, also that the windows are loose and the floor worn through in several places, and that you will be compelled to leave unless he has these repairs made at an early date, and that this is to be considered notice to him that you will vacate on the 15th of next month, unless the house is repaired satisfactorily.

140. Mr. Bond, in answer to the previous letter, writes you assuring you that the repairs will be duly attended to.

141. Write three local notices for newspapers of the Annual Concert of a Literary Society with which you are connected.

142. Write printers' copy for a large poster announcing the Annual Concert mentioned in the preceding subject.

143. Write printers copy for a small "to-night" dodger to remind the people of the Annual Concert mentioned in the two preceding subjects.

144. Write a letter to D. C. McDonald, Manager London Mutual Fire Insurance Association, of London, Ont., asking why Policy has not been issued in accordance with application given the Company's agent, also that the provisional receipt will expire in five days, and ask to have it renewed if policy has not been issued.

145. Write McDonald's reply, stating that the Policy was issued and mailed two weeks ago, that if Policy has not been received to notify McD. and a duplicate will be issued.

146. Write W. P. Telford, Manager O.S.G. & B.L. & S. Co., Owen Sound, asking for statement of amount required to discharge Mortgage No. 300 in student's name, April 15th, 1890.

147. Write Mr. Telford's answer stating that as the Mortgage has 4 years yet to run, payment will only be accepted on the payment of 6 months' interest.

148. Write your reply, accepting his terms, and ask for statement.

140. Write  
Amount  
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152. Student  
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140. Write Mr. Telford's answer, enclosing statement.

Amount of Mortgage, \$1500 00

Interest 1 year to 15/4/90 @ 7% =

" 6 mos. 15/4/90 to 15/10/90 =

Cost of Discharge, 2 50

Total \$

150. With your reply, enclosing cheque for amount.

151. Write Mr. Telford's answer, acknowledging receipt of cheque and enclosing title papers, with Mortgage and Discharge.

152. Student is manager of Western Fire Insurance Co. Write J. H. Mason, Manager C. P. L. & S. Co., Toronto, stating you have an application, Wm. Jacobs, Lot 24, Con. 2, East of Toronto & Sydenham Road, Holland. The property is mortgaged to the C.P.L. & S. Society. Ask Mason if, as Mortgagees, he has any other insurance, and if not, the policy will be endorsed with loss payable to the C. P. L. & S. Co. and forwarded to Mason when issued.

153. Write Mason's reply, stating that he has no other insurance on building or property referred to.

154. Write a letter to the Treasurer of the Town of Owen Sound, asking for statement of taxes due on Lot No. 40, West side of King street, and if said lot is liable to be sold for taxes this year.

155. Write the Treasurer's reply that taxes are due for the years 1887-88-89, amounting to \$10.50, and that said lot is liable to be sold for taxes this year.

156. Write a letter to the Treasurer of the Town of Owen Sound, asking if Lot No. 25, East side River street, was sold for taxes in 1889. If so what amount is required to redeem, and last day for redemption.

157. Write Treasurer's answer that said lot was sold for taxes in 1889. The amount required to redeem is \$15.75. 24th May last day for redemption.

158. You are going to remove your business into a new store some distance from the one you now occupy. Write copy for a circular telling your customers of it.

159. You wish to procure a situation as a grocery clerk. Prepare an advertisement for the *Mail*, setting forth your wishes.

160. Write a letter to the *Mail* to accompany the above advertisement, enclosing 50 c. nts payment for advertisement. State what days you wish it to appear.

161. The merchants of your town have agreed to close their places of business at 7 p.m. five evenings of the week and at 10 p. m. on Saturdays. Prepare a circular setting forth the facts signed by the interested parties.

162. Owing to injudicious speculation in real estate you find that your business is crippled. Upon a fair investigation of your affairs you find it necessary to go into liquidation. Prepare a circular to your creditors asking their leniency and stating that you will do the utmost in your power to make the loss as small as possible.

163. Three years after the above liquidation you find yourself in favorable circumstances. You paid 70 cents on the dollar. You now wish to pay 30 cents on the dollar



lacking before, also interest thereon at 8 per cent. for 3 years. Prepare a circular letter setting forth the foregoing. Thank your creditors for their kindness and leniency towards you.

164. You are an Agricultural Implement agent. Prepare printers' copy for a circular to be sent to the farmers in your vicinity, telling what you have for sale.

165. A large number of your customers are behind in their payments. Write a courteous circular asking them to pay up.

166. You have sold a large number of sewing machines and organs on the monthly payment plan. Prepare a notice respectful but firm, asking those in arrears to make their payments.

167. You are a Real Estate Agent and have several (say, 6 or more) houses to let. Prepare copy of an advertisement describing them.

168. You are a member of a firm doing business in Toronto. Your partners, W. Brown and W. B. Robb, take their own way in the management of the business in opposition to your wishes. Write them stating in general terms that you feel that it would be better to have a dissolution of partnership. Express high regard for your partners; place greater stress on your declining health as a reason for dissolution than the partnership disagreements. Propose a conference on these matters.

169. Write a joint reply to the foregoing letter by your partners, expressing regret at your proposal. They propose a rest of a few months as you have been overworked. Appoint a date and hour for conference on these matters

170. The Chase Bros.' Nursery Co., of Rochester, N. Y., advertise for agents to canvass for their stock. Write a letter asking for terms and territory in which to canvass.

171. Their reply sending terms, prospects and naming territory, also a reference blank which you are required to fill out with the names of three or four good business men of your acquaintance, giving their occupation and address.

172. Your reply stating that everything is satisfactory and sending reference blank, duly filled up.

173. Their reply sending outfit and instructions advising you how and where to canvass.

174. Write them a week after, sending your orders and telling them how you have succeeded. Ask several questions relative to nursery stock.

175. They write you about a month after, ordering you to send your outfit back, as they have received no more orders from you.

176. Your reply excusing yourself on account of a sickly constitution and the almost impassable state of the roads, also requesting them to send your commission on what orders you have sent.

177. Their reply, stating that they have received the outfit in good condition and hope that if you should ever want to canvass again that you will give them a trial.

178. The Department of Indian Affairs advertise for tenders for supplying the Cape Croker Reserve with seed grain. Write a letter to L. Vancoughnet, Dep. Minister Indian Affairs, sending your figures for each kind of grain, and also depositing a marked check for 20 per cent. of your total figure as a guarantee.

179. The Department of Indian Affairs' answer to your letter as per 178, declining your tender and returning certified cheque.

180. Their reply accepting your tender and telling you when the grain has to be delivered, and enclosing contract in duplicate, a copy of which you are requested to sign and return.

181. The Owen Sound Public School advertise for a janitor. Write a letter giving your figures also references and qualifications.

182. Write a resolution tendering a vote of thanks to a retiring officer in the Y.P.F. Society.

183. Write a resolution authorizing the following accounts to be passed and paid by the Town Council: John Potter, \$10.00; H. M. Stevens, \$5.65; J. E. Carson, \$5.50.

184. Write a letter to the Robertson Publishing Company, Toronto,, asking for their terms for publication of a work on Letter Writing that you have just written, say, 200 pages good paper and three kinds of binding.

185. Write their reply, giving terms for paper, cloth and Morocco covers, stating quality and weight of paper and number of copies in each edition, and the prospects of its sale.

186. Write out the following advertisement and arrange and underline it in good form for the printer:—

Mutual Fire Insurance Company, of the County of Wellington. Business done on the Cash and Premium Note system. F. W. Stone, President. Chas. Davidson, Secretary. Head office, Guelph, Ont.

187. Write out in good form for the printer the following advertisement:—

The Barber & Co. Nos. 43, 45, 47, 49, Bay Street, Toronto. Account Book and Letter Press Binders. All kinds of Account Books made to order for Merchants, Insurance Cos., Banks, etc. etc. We have in stock a complete line of the Standard Series, which are splendid value. Magazines of all kinds very carefully bound and at reasonable rates. Will be glad to quote prices for Binding in any style on application. A call is requested, or an inquiry by letter will have prompt attention.

188. Prepare the following advertisement for the printer. Indicate clearly what words you want most displayed.

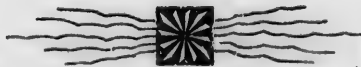
Smith & Keighley, direct importers of teas, fancy groceries, Mediterranean and West India Products. In stock: Fine Filicula Currants, barrels and halves. Choice Sultanias. Large stock of canned goods. 9 Front Street, East, Toronto.

189. Arrange the following advertisement in attractive style and underline so as to give a printer an idea how you wish it displayed:—

Furnishing Department. Full assortment of men's neckwear, working and boating shirts, outing and neglige shirts, men's braces and belts, also tennis clothing, waterproof clothing. Samson, Kennedy & Co., 44, 46 and 48 Scott Street, 15, 17, and 19 Colborne Street, Toronto. 25 Old Change, London, Eng.

190. Write out the following and underline so as to make an attractive advertisement—4 inches long—for newspaper:

Shaw & Grundy, Merchant Tailors, and Gents' Furnishing Establishment, Wyndham Street, Guelph.



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## Sample Letters.

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### [LETTER OF INTRODUCTION—*Incurring Liability.*]

Southampton, April 10, 1890.

Messrs Jas. Cleland & Sons,  
Meaford, Ont.

Gentlemen:—

This will introduce to you the bearer Mr. Leo. Ball, a prosperous young farmer in this vicinity, who wishes to purchase grain for seeding purposes.

You may consider me responsible for any amount he may purchase from you under Two Hundred Dollars, providing I am notified immediately on default of payment.

Yours truly,

W. Z. Jones.

### [LETTER OF RECOMMENDATION]

Owen Sound, April 10, 1890.

To whom it may concern :

I take pleasure in stating that the bearer Mr. A. E. Dobie, who has been employed, by the Corporation of the town of Owen Sound during the past winter, breaking stones, is in all respects an able willing and trustworthy laborer.

Respectfully,

H. Mackensen,

Town Engineer.

## [ASKING PAYMENT ON ACCOUNT]

Owen Sound, April 10, 1890.

Mr. Robert Monkman,  
Mount Forest, Ont.

Dear Sir:—

Enclosed please find a statement of your account, which is now due. An early settlement of same will greatly oblige.

Yours respectfully,

S. L. Smith.

## [REPLY TO THE FOREGOING, REMITTING P.O. ORDER ON a/c.]

Mount Forest, April 12, 1890.

Mr. S. L. Smith,  
Owen Sound, Ont.

Dear Sir:—

Yours of 10 inst. is received with statement enclosed. In reply would say, that owing to a serious loss I had a short time ago, I am unable to meet the full amount of the bill. I inclose a Post Office Order for Fifty Dollars with this on account.

Please acknowledge receipt of same and oblige.

Yours truly,

Robt. Monkman.

## [LETTER OF INQUIRY AS TO BUSINESS STANDING.]

Meaford, April 10th, 1890.

Mr. John Smith,  
Thornbury.

Dear Sir:—I have received an Order for goods from Mr. John Esplen, a merchant of your town, and as I have no acquaintance with him, I am uncertain as to whether I would be safe in sending the goods.

Please let me know immediately as to his financial standing, honesty and promptness, also any other information which would be of service to me in my business relation with him, and you will greatly oblige,

Yours truly,  
Fred Finley.

## [REPLY]

Thornbury,  
April 13th, 1890.

Fred Finley, Esq.,  
Meaford, Ont.

Dear Sir:—Yours of 10th inst. to hand, and contents fully noted. In reply would state that I have had dealings with Mr. Esplen for the last 10 years, and have always found him strictly honest, and prompt in his payments.

He conducts a prosperous business here, besides owning two good farms in the adjoining township of Sydenham, all of which I believe to be free of encumbrance.

He is a gentleman who commands the respect and confidence of the entire community, and I consider that you would be perfectly safe in filling his order.

Truly yours,  
John Smith.

## [REMIT MONEY TO BANK FOR DEPOSIT]

Brampton, April 11th, 1890.

Mgr. Molsons Bank,

Hamilton, Ont.

Dear Sir:—

Enclosed please find the sum of One Thousand Dollars in Canadian Bank Bills, for which you will please send me a Certificate of Deposit for Five Hundred Dollars and place the remaining Five Hundred to the credit of my open account.

Yours truly,

W. B. Hill &amp; Co.

## [ASKING TERMS OF A COMMERCIAL MERCHANT.]

Tara, April 12th, 1890.

Messrs Price &amp; Davis,

Toronto, Ont.

Gentlemen:—

I have 500 barrels of good winter apples, mostly Baldwins and Northern Spies, which I would like to dispose of, to the very best advantage as soon as possible.

Please write me by return of mail your terms, facilities for handling such goods and market prospects for the sale of apples in Toronto at present,

Yours respectfully,

Jno. Esplen.

[The following were contributed as samples of official letters by the Collector of Customs at the Port of Owen Sound.]

Port of Owen Sound,

7th March, 1889.

*Re* File No. 2424 of 1888. Claim No 10,098.

Sir,

I have the honor to state in reply to your letter of enquiry in the matter, Messrs Tom, Dick and Harry for refund of duty collected on coal. I acted in accordance with instructions, File No. 2424 4th June, 1888. As they were not satisfied with my interpretation of your letter. I turned up instructions regarding Coal Free as Ships Stores. Still not being satisfied I made out claim papers for what duty had been collected, No. 10098, and which was not allowed. These vessels having called at intermediate Canadian Ports, before reaching their Foreign Ports of destination.

I have the honor to be, Sir,

Your obedient servant,

Isaac Job, Collector.

Customs Department

Ottawa, 8th March, 1889.

Re File No. 2,424, of 1888, Claim No. 10,098.

Collector of Customs,

Owen Sound, Ont.

Sir,—Referring to claim papers above noted, being application of Messrs. Tcm, Dick and Harry, for refund of duty paid on Coal supplied to their Steamers from stock in Warehouse. The ground for claim being said Steamers having cleared from your Port for Sault-Ste-Marie, United States, the coal should be treated as "Ships Stores."

I regret to inform you that, as the vessels did call at Canadian points before reaching Sault-Ste-Marie, United States, this Department has no power either to permit delivery of Coal at your Port Ex.warehouse free as "Ships Stores" or to refund any duty paid on entries Ex.warehouse, as the voyage was simply coasting with exception of the run between the last Canadian point of call and the Sault-Ste-Marie, United States.

I have the honor to be, Sir,

Your obedient servant,

Samuel Bentley, Commissioner.

Custom House,

Owen Sound, 7th March, 1889.

Sir,—I have the honor to request leave of absence say for ten days. A competent person will be placed in charge of the Fort during my absence.

I have the honor to be, Sir,

Your obedient servant,

Isaac Job, Collector.

The Commissioner of Customs,  
Ottawa, Ont.

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Customs Department,  
Ottawa, 8th March, 1889.

Collector of Customs,  
Port of Owen Sound, Ont.

Sir,—Referring to your letter of 7th inst applying for ten days leave of absence.

I have to authorize you to take the desired leave with the understanding that you will have some competent person in charge of the Port during your absence for whose official acts you will be held yourself responsible, and without expense to this Department.

I have the honor to be, Sir,  
Your obedient servant,  
Samuel Bentley, Commissioners.

Marine Departments,  
Ottawa, 7th March, 1889.

Sir,—I have to inform you that this Certificate of Registry of the Steamer "Champion" of Montreal, Official number 74,297, has been forwarded by this Department to the Registrar, in order that the new name may be entered upon it. As the Registrar has been instructed to communicate with you to ascertain whether any alterations have been made in the ship's dimensions or tonnage, it will take some time before the Certificate of Registry can be placed on board the vessel. In the meantime you may permit her to run without it but in all other respects she should comply with the law relating to registry of ships.

I have the honor to be, Sir,

Your obedient servant

Robert Macintosh, Deputy Minister Marine.

The Registrar of Shipping,  
Owen Sound.

Accountants Office,

Ottawa, 7th March, 1888.

Collector of Customs,

Owen Sound, Ont.

Sir,

I beg to call your attention to the fact that the return of steamboat Inspection Revenue collected at your port for the month of July last for the sum of \$3.00 has not yet reached this Department.

As the Auditor is pressing for such statement you will be good enough to see that it is forwarded by first mail.

I have the honor to be, Sir,

Your obedient servant

William Eddersley, Accountant.

Ottawa, 7th March, 1889.

Collector of Customs,

Port of Owen Sound.

Sir,

I have the honor to acknowledge receipt of your letter of 3rd inst asking for increase in salary and regret to inform you that the Minister of Customs is at present absent and will not be back in Ottawa for some weeks, but on his return I will have your letter laid before him.

I have the honor to be, Sir,

Your obedient servant,

Samuel Bentley, Commissioner.

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**Fyling Letters.**

NECESSITY.  
 VARIETY OF STYLES.  
 PACKAGE SYSTEM.  
 DEPARTMENTS.  
 POUCH SYSTEM.  
 OTHER SYSTEMS.  
 LOOSE FYLE.  
 BINDING SYSTEM.  
 REMOVAL FROM FYLES.  
 DOCUMET FYLING.

**Necessity.**—It is a matter of the greatest importance to the business man that his valuable papers and his letters be preserved, and not only preserved but kept in order for easy reference. A larger number of contracts exist in the letters of business men than are formally drawn up. Though informal in their get up they are just as binding as though written out by a solicitor. Hence the importance of keeping copies of our letters sent and others' letters received.

**Variety of Styles.**—There are many ways of keeping correspondence, varying from a system some men have of throwing letters and other papers into a drawer, desk or other common receptacle and now and then going through the desk and casting out those, the usefulness of which does not at the time appear, up to the most convenient and systematic patented fyling devices.

The style adapted for any business will depend (1st) on the quantity and (2nd) on the devisability of the business into branches.

**Package System.**—A very simple way is to fold all letters to a standard breadth (most conveniently done by having a piece of tin the required size) and putting all letters for a month or year or other suitable time in a package according to the date on which they are received. Before putting in the package and after they are folded, an endorsement should be made across one end of (1) the date received, (2) the writer's name and his address, (3) money or other valuables contained and (4) a memo. of the subject of the letter is sometimes made.

**Departments.**—In many businesses the correspondence can be conveniently divided into departments. For instance a division similar to the following is sometimes adopted:—

- (1) Personal.
- (2) Invoices.
- (3) Statements and Accounts.
- (4) Receipts.
- (5) Quotations.
- (6) Orders.
- (7) Travellers' Reports.

The division might include many more departments. In thus dividing up, a fyle is kept for each department, and the letters and other papers placed in alphabetical order by using a lettered index. Where it is not desirable to divide into departments, a number of fyles may be used with partial indexes on each fyle say A to D on 1st, D to F on 2nd, and so on. Both have advantages peculiar to themselves.

**Pouch System.**—A Pouch Fyle for a small correspondence can be had for a few cents. There are a number of

them patented divisions made. We have used a huge pocket cally lettered, are large enough

### Other Systems

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them patented. They consist of say twenty-six pouches or divisions made together and lettered from A to Z. Those we have used can best be explained by saying that they are huge pocket books or wallets containing pockets alphabetically lettered, made from a tough manilla tag board. They are large enough to take in a letter sheet without folding.

**Other Styles.**—The other styles of fyles in greatest favor may be divided into two classes :

1st, Where papers are loose between index sheets known as *loose fyle system*.

2nd, Where papers are perforated and secured by metallic devices between index sheets. This is known as the *fast fyle, or binding system*,

**Loose Fyle.**—In the Loose Fyle System the letter can be instantaneously put into position or taken out, one disadvantage being that in case of accidental dropping of a fyle, a thousand letters might be scattered in a moment. The variation in size from a postal to a letter sheet often causes some disadvantage. The Globe and Tucker fyles are on the loose fyle system and are extensively used. A full description of the methods of operation can be obtained from any stationer who sells them.

**Binding System.**—Perhaps the most popular representative of this class of fyles is the Shannon. A full description of this fyle can be had from any stationer. A paper cannot be put away quite so rapidly as in the loose fyle system, but there is no danger of it getting out of order after it has once been placed in position. The letter can be read either on the fyle or in the binding case without removing it from the fyle or case.

**Removal from Fyles.**—When any of the above mentioned become full a transfer case can be purchased for a few cents, and the contents—index and all just as it stands—transferred, leaving the fyle ready for use again.

**Document Fyling.**—In Registry Offices, &c., a great number of documents accumulate in course of years. A style of loose-fyle has been patented by the patentees of the above mentioned three systems. They hold one or hundreds each firmly and compactly, and under index, if required. The documents can be quickly taken out when wanted, and just as rapidly placed in position again.



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## Indexing.

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In large houses where different members of a firm attend to the business, and in departments of Government short abstracts of letters are required. Indexes are kept of letters as they come in and go out of the office. The following is a form of incoming index:—

### *Index of Incoming Letters.*

No.	Date.	From whom.	Abstract of Contents.	No. of Answer.

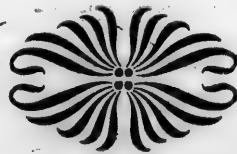
The letters would be numbered as received and immediately entered into this schedule or index. When answered the number of the answer in the register would be entered up in the right hand column for easy reference. This index in turn could be indexed in a small alphabetical index, which would refer to the number in the first column.

A similar index to the above may also be kept of outgoing letters. The following is a convenient form. The column headed "reference number" should contain the number in the incoming index of the letter to which this one is an answer.

*Index of Outgoing Letters.*

No.	Date.	From Whom	To whom.	Abstract of Contents.	Reference Number.

Convenient reference to names in this book can be had by using an alphabetical index for it, referring to the number in the first column.

**Duplication o**

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**Manifolding**

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**Lithograms**

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### Duplication of Letters.

MANIFOLDING.  
PRINTOGRAPH, &c.  
STENCIL METHOD.  
PHOTO ENGRAVING.

There often arise circumstances where it is desirable to have a number of copies of the same written letter or circular. A written circular often commands attention where a printed one would utterly fail. There have been many systems invented of late years for reproducing letters *fac simile* and using them as circulars. Each system possesses more or less merit, we will outline a few of them.

**Manifolding.**—When a typewriter is used from one to ten duplicate copies can be made at once, of any matter by using thin linen paper and placing between the sheets a sheet of paper covered with a preparation of lampblack and lard, a sheet of the black paper for every duplicate copy required. By striking the keys of the machine harder than for ordinary writing, each letter that is struck on the paper leaves an imprint of itself on every sheet of paper from the carbon paper, thus making as many duplicates as there are black sheets.

**Lithographs, Printographs, &c.**—There are various names for these cheap and useful articles. They can be made and used by any person and are good for up to about 100 copies from one writing if skilfully handled.

**How to make one.** Procure a tin pan the size desired, say the size of a page of foolscap, 9x14 inches and  $\frac{5}{8}$  of an inch deep, it is better to have a lid to keep dust off when not in use. For the size mentioned procure 6oz. of gelatine the same as that used for making jellies, soak in a cloth in cold water for a few minutes till softened a little, place in a saucepan and put the saucepan in a pot of hot water. When the gelatine is melted pour in 24oz of glycerine and 7oz glucose, boil the water in the pot for about twenty-five minutes stirring the mixture in the saucepan at the same time.

After it has been thus boiled pour from the saucepan into the flat pan in which it is to remain, having previously placed it on a level place to cool. When pouring, place the saucepan close to the other pan so that the material will not have far to drop or it will gather air bubbles. Before the substance begins to cool scrape the air bubbles off the surface of the printograph, do not use it until it is at least 24 hours old.

**The Ink.**—The ink is very simply made. Dissolve annaline dye of the required color (violet is strongest) in alcohol. Use so little alcohol that the ink will be so thick that it will not flow freely from the pen. When the copy is written with the ink of proper thickness it will shine like gold when held towards the light.

**How to Apply Copy.**—When your written copy is dry and of the shiny golden appearance mentioned above, place it, face downwards, on the printograph and smooth it carefully so that every part of the paper is touching the "pad," as it is sometimes called. Let it remain on about half a minute then remove carefully. A quantity of the

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ink remains on the pad, the copy of writing being perfect except that it is all reversed. Put on the paper you wish the copies taken on, sheet by sheet, smoothing it carefully on the pad then immediately removing them. As soon as you have taken all the copies you wish, wash the remaining ink off the pad with luke warm water and a sponge.

**Notes.**—If the surface becomes cut or ruffled, the material may be re-melted in a saucepan in the same way in which it was made.

If gelatine cannot be got conveniently, white glue will do as a substitute.

If glucose cannot be got add three-fourth the weight of white sugar. The glucose can be obtained best at a confectioner's.

Strips of paper may be put on the pad close up to the writing. They will serve two purposes ; 1st, they will save the surface of the printograph from being cut by the edges of the paper, and 2nd, a pencil mark made on it for a gauge to lay the sheets to so that the matter will appear straight and in the right place.

Do not be discouraged if your first trial does not succeed. Try again.

**The Stencil Method.**—Numerous appliances have been invented and patented for making a stencil of paper ; then ink, similar to printers' ink, is forced through the small holes of the stencil, thus giving a fac simile copy. Of these we may mention the Electric Pen. A fine needle point is driven by a magnet thousands of times a minute in and out of a pencil-shaped article. So rapid is the motion and so short is the stroke that it perforates a sheet of linen paper

in a continuous line of holes along the outline of the letters wherever the point of the pen touches without impeding the pen.

Another plan is to write on a prepared paper with an article like an ordinary tracing wheel so making a stencil, and still another by writing with a hard bone or amber stylus on a prepared paper having a piece of rough metal under the paper, cut like an ordinary file. These articles are called by such names as Cyclostile, Neostyle, &c. They can be procured by any stationer.

**Photo Engraving.**—When many copies of a document are required a good way is to write the copy in jet black ink and have it photo *engraved*, or zinc etched. A metallic plate is produced by either method suitable for printing on any ordinary printing press. Thousands of copies may thus be made. A plate of this kind will print from 50,000 to 200,000 copies, according to the care the plate gets.



## Letter Co

### Necessity.

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**Letter Copying.**

{ **NECESSITY.**  
**STYLE OF WRITING.**  
**INK.**  
**BOOK.**  
**MATERIALS.**  
**PRESS.**

**Necessity.**—All transactions, from the purchase of a spool of thread up to the construction of a line of railroad and the payment therefor, are contracts. There are always two or more persons interested in each of these transactions and before any commodities can exchange hands or the work be done, there must be an agreement of the minds of the persons interested. When this is expressed in words between the parties themselves, the contract is *verbal* or *oral*; all others are *written*. Of the written contracts there are two kinds, *Formal* (that is one drawn up and signed) and *Informal* contained in letters between two parties. The informal contract is just as binding as the other. In order that you have a copy of what you promise to do and all other necessary information respecting it, you should not only have the letters that were sent you but also copies of what you have sent. Hence the necessity of *preserving a copy of every business letter you write*. Copies of course can be kept by writing two letters. A much more rapid way is to copy in a letter book by the following process:—

**The Style of Writing.**—Writing should not be too light as enough of the solid matter dissolved in the ink must be left on the paper so that when put on the moist leaf of the letter book that part will adhere to the leaf. The writing is thus divided in two one part remaining on the letter and the other on the leaf of the copying book.

**Ink.**—Any good copying ink will do. The French copying inks are considered best. If it is not convenient to get copying ink, almost any ink that has been left in an open ink-well a few days will copy. A part of the water has evaporated, leaving the ink thicker. Any ink can be made to copy by dissolving a little sugar in it.

**Letter Book.**—A Letter Book is simply a bound volume of the best tissue paper paged and an index in the front. The letters should not be allowed to remain more than a day without being indexed up. The best mark on a letter to show that it has been indexed is the page of the last letter to the person put in colored pencil at the head of it. This also serves as a convenient reference when you are called on to look up any series of letters. All that is necessary is to look at the index for the last letter then each one bears the page of the one previous, and you go back from one to the other rapidly.

**Materials** —A dish of ordinary spring water, a brush, some stiff oiled paper, and some blotting paper are now required. (Ordinary paper will do instead of the oiled paper.) Place a sheet of the oiled paper against the front of the leaf that is between it and the front of the book. Dip the brush in the water and wet the back of the leaf of the copying book carefully. See that no dry spots are left. Dry off

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the surplus water with the blotting paper, leaving the leaf wet. (The oiled paper prevents other leaves from getting wet.) Next place the letter to be copied in the book with the writing against the damp leaf and close the book on it. Put it in the press and squeeze it, allowing it to remain a moment under pressure so that the ink has time to moisten and adhere to the page of tissue. The tissue leaf is transparent and the writing is read through on the other side.

Where there are many letters to copy, a dozen or so pieces of cotton the size of a letter sheet can be procured. Wet them in water, wring out all the water you can with your hands. Place a wet cloth in the book, turn over a leaf on it and lay on the letter. Lay another cloth on the letter, turn over another leaf, lay on a letter and a cloth over it. You can continue this until you have a dozen letters in if necessary. Close the book on them and put in press as usual.

**The Press.**—An ordinary screw press, costing from \$6 upwards will answer all purposes. Any means by which you can apply pressure will do. A roller press on the principle of a clothes wringer with the lower roller running in water, is becoming a favorite. The tissue paper for this is in rolls instead of in book. After copying on it it is cut up and the copy fyled with the letter it answered. It is to be commended for its rapidity.

**Notes and Cautions.**—Do not leave any surplus water on the leaf nor have the leaf too wet or the ink will run and destroy both letter and copy.

Do not attempt to copy a letter until the ink is dry.

Always put sheets of paper between the leaves until they become thoroughly dry to prevent blotting or setting off against one another.

Indelible Lead pencil writing may be copied. Leave the leaf a little more wet than for ink.

Letters written with the Typewriter usually require a little more moisture than those written with a pen.

Do not allow the indexing of your letter book to get a day behind.

If there are several pages of a letter see that they are copied in correct order.

Post Cards should be laid in toward the middle of the book and the wet leaf doubled over on the other side of the card so that both the address and message are copied at once and side by side.



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## Punctuation and Capitalization.

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Punctuation is the art of dividing any written or printed composition by means of points. It is necessary to divide such compositions into sentences and to show the relation of different parts of a sentence to each other. It is an art of comparatively recent origin, an art produced by printing.

For example, the quotation marks are not used in the authorized version of the Scriptures.

There is no reason why every person should not learn to punctuate their compositions and letters so as to place them beyond ambiguity. Some persons look on punctuation points as too small to deserve any notice. This, however, only shows that they are careless. A few minutes each day and a little attention will enable any one to place their thoughts clearly and correctly in writing.

Since the introduction of the typewriter, punctuation has become more necessary. Punctuation points are not missed so much when we read a manuscript composition because we are not so accustomed to see them there; but when we see the work of a typewriter ("Manuprint") we miss the points as much as in ordinary print. A few persons punctuate with a dash only, and lawyers very seldom put in a punctuation point of any kind. We suppose the

reason is to allow of more latitude in the interpretation of the writing or more quibbling. John Quincy Adams once won a suit at law involving \$50,000, the decision of which turned on the position of a comma.

How many persons are represented in the following quotation: "The party consisted of Mr. Smith a clergyman his son a lawyer Mr. Brown a Londoner his wife and a little child.

Which is the correct barber's sign,	
What do you think,	What! Do you think
I'll shave you for nothing	I'll shave you for nothing
And give you a drink.	And give you a drink?

Every lady in this land,  
Has twenty nails upon each hand,  
Five and twenty on hands and feet,  
And this is true without deceit.

Every lady in this land  
Has twenty nails, upon each hand  
Five, and twenty on hands and feet,  
And this is true without deceit.

The following was a toast at a public dinner, "Woman, without her, man would be a savage." The local paper the next morning drew down volumes of wrath from the fair sex of the town on the head of the proposer of the toast by producing it in this form, "Woman, without her man, would be a savage." Many ludicrous examples of indifferent punctuation might be added but such is not necessary.

Capitalization is a very easy study. In a few hours a person can master the subject. Yet how many throw in capitals by the dozen into their letters where there is no need

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**Rule 1—**  
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*Example.*

*Exercises—*

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three comman

for them. Although there is considerable difference of opinion as to the exact use of punctuation, and scarcely two authors punctuate alike, there is not much variation in the use of the capitals.

The following has been reproduced from the author's small work for use in his classes, entitled "Thirty lessons in Punctuation and Capitalization," for use of classes and private learners. It is to be hoped that they may prove useful to the student of business letter writing.

Special attention has been given to the punctuation of the beginning and ending of letters in the earlier parts of this work where those parts are specially treated. The following are the principal punctuation points:—

The Period	.	The Interrogation	?
The Comma	,	The Dash	—
The Semicolon	;	The Parenthesis	( )
The Colon	:	The Brackets	[ ]
The Exclamation	!	Quotation Marks	" "

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**Rule 1**—Begin every statement with a capital letter and put a period at the end.

*Example.*—The steamer arrived yesterday.

*Exercises*—(1) Write three statements about Manitoba. (2) Write three statements that deny something. (3) Write three commands.

**Rule 2**—Put the interrogation mark (?) after every question.

*Examples.*—(1) How are you this morning? (2) Did the Alberta arrive last night?

*Exercises.*—(1) Write three questions about your studies. (2) Write three questions about manufactures. (3) Write three questions about Canadian Government.

**Rule 3**—Put the exclamation mark (!) after words and sentences expressing strong feeling.

*Examples.*—Hush ! Hulloo ! Hallelujah ! Alas ! Pshaw ! &c.

*Exercises.*—(1) Write six words expressive of strong feeling. (2) Write two sentences expressive of strong feeling,

**Rule 4**—Begin with a capital every name and pronoun applied to the Diety.

*Example.*—"The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Ghost be with you all. Amen." 2 Cor., 13, 14.

*Exercises.*—(1) Write six statements about the Diety, using a different name in each. (2) Write three questions about the Diety. (3) Write three exclamations, using different titles of the Diety.

**Rule 5**—Capitalize principal words in any statement to give them prominence.

*Example.*—Three Months after date I promise to pay Twenty-Seven Dollars.

*Exercises.*—Write six sentences, capitalizing the principal words.

## Rule 6

*Example*

A. Macdonald

*Exercise*

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Queen Victoria  
Bismarck.

## Rule 7

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*Example*

Era, The M

*Exercise*

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## Rule 8

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*Example*

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*Exercises.*

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## Rule 9

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*Example*

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**Rule 6**—Begin every title with a capital letter.

*Example.*—Lord Lansdowne, Right Honorable Sir John A. Macdonald.

*Exercises.*—(1) Write four statements about different public officers. (2) Write a question about Edward Blake, Queen Victoria, Napoleon I., Emperor William, and Prince Bismarck.

**Rule 7**—Begin with a capital the name of every important event.

*Examples.*—The North-West Rebellion. The Christian Era, The Magna Charta.

*Exercises.*—(1) Write the name of three important events in Canadian or American History. (2) Write the name of three important events in English History.

**Rule 8**—Begin the name of every political party and religious sect and denomination with a capital letter.

*Examples.*—The Democrats have been three years in power. The Presbyterian, Methodist, Baptist, and Disciple Ministers exchanged pulpits last Sunday.

*Exercises.*—Write one statement and one question about each of the following: Reformers, Conservatives, Republicans and Prohibitionists. Write four sentences about religious denominations,

**Rule 9**—Capitalize the Roman numerals; also inanimate objects spoken of as persons:

*Examples.*—MDCCCLXXXVIII, XLIV, Come, Gentle Spring!

*Exercises.*—(1) Express in Roman Notation the following numbers: 42, 89, 32, 1465, 2764, (2) Write sentences personifying the following:—Love, Hatred, Pride, Spring, Summer.

**Rule 10**—Capitalize all names of persons and places; also the names of the days of the week, the months, and the seasons.

*Examples.*—John Smith, Philadelphia, Owen Sound, Friday, January, Winter.

*Exercises.*—(1) Write four sentences, using names of persons or places. (2) Write four sentences containing the names of days, months and seasons.

**Rule 11**—Begin phrases or clauses numbered separately with a capital.

*Example.*—I ask your patronage because I am prepared (1) To give you the best value; (2) To arrange low rates of freight; (3) To allow you extra time for payment.

*Exercises.*—Give your reasons why (1) You study Letter Writing; (2) You take Exercise; (3) You study Book Keeping.

**Rule 12**—Capital letters should be used for the pronoun I, and the interjection O! Begin every line of poetry, and every direct quotation, with a capital.

*Examples.*—(1) "When, O! when, may I have your attention to my case?"

(2) "The Ploughman homeward plods his weary way,  
And leaves the world to darkness and to me."

(3) In your letter of the 1st instant you ask: "What has been done to relieve the suffering poor of the city?"

*Exercises.*  
Write a stanza  
O.

**Rule 13**—  
of speech do  
with commas

*Examples.*  
went to school  
lady went to

*Exercises.*  
Nouns used  
other parts of

**Rule 14**—  
comma.

*Examples.*  
was arrested.  
was seriously

*Exercises.*  
atory phrases.  
atory clauses.

**Rule 15**—  
commas.

*Examples.*  
(2) We will not

*Exercises.*  
their construction  
example; then

*Exercises.*—Write four sentences containing quotations. Write a stanza of poetry and a sentence containing I and O.

**Rule 13**—When more than two words of the same part of speech do the same duty in a sentence, separate them with commas unless they are connected by conjunctions.

*Examples.*—(1) *John, William, Thomas* and Henry went to school. (2) The *tall, handsome, accomplished*, young lady went to Detroit.

*Exercises.*—(1) Write three sentences having lists of Nouns used similarly. (2) Write three sentences using other parts of speech similarly.

**Rule 14**—Set off explanatory phrases and clauses by a comma.

*Examples.*—(1) John Smith, *the carpenter's apprentice*, was arrested. (2) The boy, *who fell from the street car*, was seriously injured.

*Exercises.*—(1) Write three sentences containing explanatory phrases. (2) Write four sentences containing explanatory clauses.

**Rule 15**—Set off independent words and phrases with commas.

*Examples.*—(1) He is, *of course*, a wealthy merchant. (2) We will meet again, *God willing*, at seven o'clock.

*Exercises.*—Write four sentences using the following in their construction : for instance ; no doubt ; perchance ; for example ; therefore.

**Rule 16**—Put the comma in the place of important words that are omitted.

*Examples.*—(1) Admission, 50c.; reserved seats, 75. (2) The poor man sleeps soundly on his pallet of straw; while the rich, is tossing on downy pillows.

*Exercises.*—(1) Write two advertisements. (2) Write three sentences similar to the above example.

**Rule 17**—Separate clauses of the same rank or importance in a paragraph with a semicolon.

*Examples.*—John drove to town; William went to school; Henry went out to John Wilson's; all returned home that evening.

*Exercises.*—Write five sentences similar in construction to the example above.

**Rule 18**—When terms have the same dependence on some other part of the sentence, they should be separated by a semicolon.

*Example.*—The prisoner was charged with: (1) Vagrancy; (2) Drunkenness; (3) Theft.

*Exercises.*—(1) Compose four sentences similar to the above example. (2) Choose four similar sentences from books or newspapers.

**Rule 19**—Use the colon when: (a) two or more principal sentences are formed into a compound sentence without the conjunction; (b) before a direct quotation when notice has been given that the quotation is to come.

*Example.*

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and you got t

*Exercises.*

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**Rule 20**

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*Examples*

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*Exercise.*

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**Rule 21**

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*Example.*

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*Exercises.*

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**Rule 22**

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*Examples.*

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12: 30 N.; (3)

*Exercises.*

*Example.*—(1) The wind blew a hurricane : the rain fell in torrents : it was a terrible night on the water. (2) Before the close of his speech he said : "When the Hon. Alex. McKenzie was in power you had the weevil in your wheat and you got the Colorado Bugs."

*Exercises.*—Write four sentences similar to example (1) Write three sentences containing quotations.

**Rule 20**—The colon is used after such expressions as the following:

*Examples.*—Viz : to wit : To whom it may concern : i. e. (meaning that is).

*Exercise.*—Write ten forms similar in their use to the above examples.

**Rule 21**—The colon is used to indicate a new stage in an argument, usually after a word similarly to the following : to resume : to sum up : to proceed : again : further :

*Example.*—Let us hear the conclusion of the whole matter : To fear God and keep his commandments is the whole duty of man.

*Exercises.*—Write or quote six examples. Select six examples of this use of the colon from the arguments in the first book of Euclid.

**Rule 22**—The colon is useful : (1) in bringing into closer connection, hours, minutes and seconds ; (2) degrees, minutes and seconds ; (3) in expressing chapters and verses without using the Roman notation.

*Examples.*—(1) 2 : 30 P. M. The race was run in 1 : 10 : 13 ; (2) The vessel was sighted at 22 : 30 : 36 E., 43 : 12 : 30 N. ; (3) Gal. 2 : 10 ; Rom. 3 : 14 ; Acts 2 : 13—16.

*Exercises.*—Write fifteen examples on the above rule.

**Rule 23**—The period besides terminating sentences: (1) is placed after abbreviated words; (2) stands as a decimal point mathematically.

*Examples*—(1) Dec., Mr. W. J. Brown, H. M. Parsons, M.A., M.D., L.L.D. (2) 32.6432.

*Exercise*.—Write the abbreviations for the months and days. Write all the scholastic titles you can think of in their abbreviated form.

**Rule 24**—The dash marks the omission of: (1) letters from a word; (2) consecutive numbers.

*Example*.—Mr. R—t B—n was present and read Matt. X, 4—24, and Acts XVII, 22—38.

*Exercises*.—Write six examples illustrating the use of the dash under the above rule.

**Rule 25**—The Dash (—) denotes: (1) hesitancy in speaking; (2) an abrupt change of thought; (3) is placed after the complimentary address of a letter.

*Examples*.—(1) Mr. President: I—I—a—I rise to a point of order. (2) "Bassanio was in love with Portia—and who is not—because of her purity of soul"—*Merchant of Venice*. (3) Dear Sir,—Madam,—.

*Exercises*.—Write three examples under each section of the rule.

**Rule 26**—The Hyphen is used (1) to separate words into syllables. [*Note*: when a word is broken at the end of a line the hyphen is placed at the *end* of the line not at the beginning of a new line.]

*Example*  
Pre-pay-men

*Exercises*  
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brevity, irreg

**Rule 27**  
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word.

*Examples*  
(2) I'll go, if

*Exercises*  
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**Rule 28**  
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*Examples*  
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**Rule 29**  
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*Examples.*—(1) Stick-to-a-tive-ness, Co-operation (2) Pre-pay-ment, en-thu-si-as-tic.

*Exercises.*—(1) Write ten compound words. (2) Syllabify Exhibit, adjustable, illustrated, committee, presentation, brevity, irregular.

**Rule 27**—The Apostrophe mark (1) the possessive case ; (2) the elision of one or more letters in a contracted word.

*Examples.*—(1) John's coat. Charles' hat. Joe's. ox. (2) I'll go, if I *can't* get your permission to remain.

*Exercises.*—Write the possessive forms of James, Merchant and Mary. Write ten contracted words.

**Rule 28**—Words quoted from a writer or speaker should be inclosed in quotation marks [“ ”] Those placed before the quotation are commas inverted, those after are apostrophes.

*Examples.*—“Distance lends enchantment to the view.” Then Agrippa said unto Paul : “Almost thou persuadest me to be a christian.”

Acts 26 : 28.

[*Note.* The quotations are of recent origin. They are not in the authorized version of the Scriptures.]

*Exercises.*—Write ten sentences containing quotations.

**Rule 29**—When an expression is thrown into a sentence by way of explanation, which is not necessary to the reading, inclose it with parenthesis ( ).

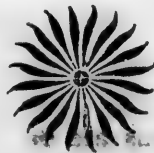
*Example*—My opinion, gentlemen, (I am honest about it,) is, that an Education is a means, and not an end.

*Exercises*.—Write three sentences, introducing independent matter into each within parentheses.

**Rule 30**—The Brace— is used to display words or names connected with one word.

<i>Examples</i> .—		Certified correct.	
J. WILSON,	} Committee.	JOHN SMITH,	} Auditors.
T. BROWN,		TIMOTHY JONES,	
ROBT. PYE,			

Marks of reference : asterisk, \* ; dagger, † ; double dagger, ‡ ; section, § ; parallel, || ; paragraph, ¶ ; are used in the above order to connect foot notes of explanation with the text in the page.



The elegant expression denotes the meaning of words of poor taste we report a fashion of a three-column necessary to connect to use appropriate

The major handy manual of "Critic," and these will help correct many errors

DISCRIMINATE before word accent falls

Discriminate the power ease. Ability practical possibility the quickness ally done.

## Choice of Words.

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The elegance as well as the force and exactness of expression depends on a discrimination in reference to the meaning of words. There would likely be an example of poor taste were the "commercial editor" despatched to report a fashionable wedding, or the "horse editor" to give a three-column account of a dress carnival. Not only is it necessary to choose expressive words in any composition, but to use appropriate words.

The majority of the following are extracts from a very handy manual by an unknown author taking the *non de plume* of "Critic," entitled "Discriminate." A careful study of these will help to remove redundancy in expression and correct many common blunders.

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**DISCRIMINATE** in the use of **A** and **AN**. *A* should be used before words beginning with an aspirated *h*, when the accent falls on the second syllable, and not *an*.

Discriminate between **ABILITY** and **CAPACITY**. *Capacity* is the power of receiving and retaining knowledge with ease. *Ability* is the power of applying knowledge to practical purposes. *Capacity* implies power to *conceive*; *ability* the power to execute designs. *Capacity* is shown in quickness of apprehension; *ability* in something actually done.

Discriminate between ABOVE and FOREGOING. Don't say, "The *above* statement"; say, "The foregoing statement."

Discriminate between ABOVE and MORE THAN. Don't say, "Above a mile distant"; say, "more than a mile distant."

Discriminate between ABOVE and BEYOND. Don't say, "Above his strength"; say, "Beyond his strength."

Discriminate between ACCORD and GIVEN. Don't say, "The information was *accorded* him"; say, "The information was *given* him."

Discriminate between ADMINISTER and DEALT. Don't say, "Blows were *administered* by the pugilist"; say, "*were dealt*."

Discriminate between ADOPT and TAKE. Don't say, "What course will you *adopt*?" say, "What course will you *take*?"

**Discriminate between ADOPT and DECIDE UPON.** Don't say, "The measures *adopted* by Congress did not give satisfaction"; say, "The measures *decided upon*." *Adopt* is properly used in such cases as the following: "The resolution (or report or plan or measure) proposed or recommended by Mr. Brown was *adopted* by the committee." "The report of the committee was *adopted* by the House." That is, what was Mr. Brown's resolution etc., was *adopted* by the committee, and what was the committee's was *adopted* (made its own) by the House.

Discriminate between AGGRAVATE and IRRITATE, PROVOKE, or ANGER. Don't say, "It *aggravates* me to be thus talked about"; say, "It *provokes* me." Don't say, "How easy he is *aggravated*!" say, "*irritated*." Circumstances *aggravate*; the word meaning to heighten, to make worse.

Discriminate in the use of ALIKE; do not use this word with the word BOTH "William and Henry are *both alike*." Leave out the word *both*.

Discriminate between ALL OVER and OVER ALL. Instead of saying, "The rumor flew *all over* the country," say, "*over all* the country."

Discriminate between ALLOW and ASSERT, or to be of the OPINION OF. Instead of saying, "He *allows* it to be the best speech delivered," say, "*asserts*," or, "He is of the *opinion* it is the best."

Discriminate between ALLUDE and SPEAK OF, MENTION, OR NAME. To *allude* to a matter is to refer to it in a delicate manner, or indirectly. Instead of saying, "He *alluded* to the address in a sarcastic manner," say, "*spoke of*," or "*referred*." Instead of saying, "He *alluded* to the honorable gentleman," say, "*mentioned*," or "*named*" him.

Discriminate between ALONE and ONLY. *Alone* relates to that which is unaccompanied; as, "Wealth *alone*" (that is, unaccompanied with something else) "can not make a man happy. *Only* implies there is no other; as, "Man *only* of the animal creation can adore," not "*alone*."

Discriminate in the use of AND and TO. Instead of saying "Go *and* see them before you leave"; "Try *and* help him obtain a place"; "Come *and* meet our friends at my house," say, "Go *to*," "Try *to*," "Come *to*."

Discriminate between AMELIORATE and IMPROVE. Don't say, "His health was *ameliorated*"; say, "*improved*."

Discriminate between AND and OR. Instead of saying "It is plain that a nation like the English *and* French must be an armed nation," say, "Like the English *or* French.' There is no English *and* French nation.

Discriminate between ANSWER and REPLY. An *answer* is given to a question; a *reply* is made to a statement or an assertion. We *answer* inquiries, we *reply* to charges or accusations. "Are you there?" He *answered*, "Yes." "I charge you with ingratitude." He *replied*, "Your charge is false."

Discriminate between ANTICIPATE and EXPECT. Instead of saying, "The arrival of the vessel was hourly *anticipated*," say, "*expected*." To *anticipate* means, to take beforehand; to get ahead of; to get the start of; to foretaste.

Discriminate between ANY and AT ALL. We may say, "He is not *any* worse." We could not say, "He did not hear *any*." It should be, "*at all*."

Discriminate between APPRECIATE and VALUE or PRIZE. Instead of saying, "I *appreciate* highly his services," say, "*value*" or "*prize*." *Appreciate* means, to put a true value on persons or things—their worth, merit, ability, and the like; to estimate justly.

Discriminate between APPRECIATE and RISE or INCREASE IN VALUE. It is improper to say, "The land greatly *appreciated* in value." Use *increase* or *rose*.

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Discriminate between APPREHEND and COMPREHEND. To *apprehend* is to take an idea into the mind, to have a partial conception of its meaning. To *comprehend* means to understand fully.

Discriminate in the use of ANYBODY ELSE, SOMEBODY ELSE, NOBODY ELSE. Although it may be strictly grammatical to call each of these phrases a compound noun, and put *else* in the possessive case, and say, "*Somebody else's book*," yet it is more euphonious to consider *else* as an adjective, and add the apostrophe and *s* to the word which *else* qualifies, and say, "*Somebody's else book*," and in like manner, *nobody's else*, *anybody's else*.

Discriminate between APT and LIKELY or LIABLE. Don't say, "Where shall I be *apt* to see him?" "What is he *apt* to be about?" If you will leave a message it will be *apt* to reach me." "If you meet him you will be *apt* to have difficulty." Use *likely* or *liable*.

Discriminate between AS and THAT. Don't say, "Not *as* I know of"; say, "Not *that* I know of."

Discriminate between AS and SO. Don't say, "This is not *as* good *as* that"; say, "This is not *so* good." "It was good *so* far *as* it went"; say, *as* far *as*."

Discriminate between AT and BY. Don't say, "The goods were sold *at* auction"; say, "*by* auction." "Niagara is still more wonderful seen *at* night"; say "*by* night."

Discriminate between AIGHT which means *anything* and OUGHT that is suggestive of a duty.

Discriminate in the use of AWFUL. Do not use it indiscriminately to common objects only to something that will produce a feeling of *awe*. Do not use such expressions as, "It is an awful nice day."

Discriminate in the use of BAD. Don't say, "I have a *bad* cold"; say, "a *severe* cold." As colds are never *good*, we should not say they are *bad*. We can have *slight* colds, or *severe* colds, but not *bad* colds.

Discriminate between BAD and BADLY. Don't make the mistake, so frequently made, of saying, "I feel very *badly*." Use "*bad*." *Badly* is an adverb, and should not be employed. One might as well say, "I feel *happily*," instead of "*happy*."

Discriminate between BADLY and GREATLY. Don't say, "I wish to see my friend very *badly*." Use "*greatly*." The words strictly imply that you wish to see your friend in a bad state of health.

Discriminate between BALANCE and REMAINDER or REST. Don't say, "The *balance* of the library remained unsold"; "He spent the *balance* of the evening at home"; "The *balance* of the money he left in their keeping"; "We will now have the *balance* of the toasts." Use *rest* or *remainder*. *Balance* denotes the excess of one thing over another.

Discriminate between BEG and BEG LEAVE. Don't say, "We *beg* to acknowledge your kindness"; say, "*Beg leave*." The first is as improper as to say, "We *Beg* to inform you of his arrival," instead of *beg leave*.

Discriminate in the use of BETWEEN and AMONG. *Between* is used when two things, parties, or persons are mentioned; *among*, in reference to more than two. "There was a perfect understanding *between* the two sisters"; "There was great difficulty *among* the soldiers in electing a captain."

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Discriminate in the use of CASUALTY. Don't say, "Losses came through the *casuality*." There is no such word as *casuality* in the language. Use *casually*.

Discriminate between CHARACTER and REPUTATION. These words are generally used as synonyms. Webster so employs them. They ought, however, to be carefully discriminated. *Character* denotes the traits which are peculiar to any person or thing. *Reputation* is really the result of *character*. *Character* is what one essentially is. *Reputation* is the estimation in which one is held. A man may have a good *character* and a bad *reputation*, or a bad *character* and a good *reputation*. One leaves behind him a *reputation*, and not a *character*.

Discriminate in the use of the word CITIZEN. Don't follow the example of some of the newspapers, and say, "Several *citizens* were lost in the catastrophe." Use *persons*.

Discriminate in the use of the COMPARATIVE and the SUPERLATIVE DEGREE. When only *two* objects are compared, the *comparative degree*, and not the *superlative*, should be employed. Thus, "John is the *older* of the two"; "Lucy is the *wiser* of the two"; "Jones is the *richer* of the two." "Which is the *more* preferable, wisdom or riches?" When *more* than *two* are compared, the *superlative* should be employed. Thus, "Smith is the *wealthiest* man in the town." "Which is the *most* desirable profession, medicine, law, or engineering?"

Discriminate in the use of COMPLETED and FINISHED. That is *complete* which is lacking in no particular; that is *finished* which has had all done to it that was intended. A poem may be *finished*, but not *completed*.

Discriminate in the use of the word CONSIDER. The synonyms of this term are put down in the dictionaries as *think, suppose, regard, view*. *Consider* properly refers to a question which has been brought before the mind for attention, more or less serious. A man of *consideration* is one who carefully deliberates, or sits in judgement upon a subject. Don't say, therefore, "I *consic'r* him a philosopher." Use *think, deem, or regard*.

Discriminate in the use of the word CONSUMMATE. It is improper in more than than one particular to say, "The marriage was *cousummated* in the church last Monday." The marriage ceremony was *performed* at the time and place. The *consummation* of a marriage is necessary to its completeness. But as Richard Grant White says, "*Consummation* is not usually talked about openly in general society."

Discriminate in the use of the word COUPLE. Don't say, "A *couple* of boys fell down while skating"; "A *couple* of prizes were offered." Use the word *two*. Only those are *coupled* who are bound together by some special tie or intimate relationship, as husband and wife.

Discriminate between CUSTOM and HABIT. *Custom* refers to the *usages* of society, or to things which are done by a great number of men. *Habit* relates to things done by the individual. *Custom* is therefore an external act, *habit* an internal principle. We may say *customs* are national, *habits* individual. *Habits* may easily spring from *customs*.

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*quay*. You mi

Discriminate in the use of CURIOUS. Don't use *curious* in the sense of *strange* or *remarkable*. Hence don't say, "A *curious* action"; "A *curious* incident"; use *strange* or *remarkable*.

Discriminate in the use of DEFALCATION. Don't use it in the sense of *default*, or *defaulting*. To *defalcate* means to lop off. Congress might *defalcate* certain duties on goods, but the *defalcation* would not be a *default*. A *defaulter* is one who fails in his duty, especially in relation to financial affairs.

Discriminate in the use of DESPITE. Don't say, "In *despite* of all our efforts to prevent him, he departed"; omit *in* and *of*, and say, "*Despite* all our efforts," etc.

Discriminate in the use of DIRECTLY. Don't say, "*Directly* he went to the hall, he began to lecture"; use *as soon as*.

Discriminate in the use of DISREMEMBER. It is an Americanism and an Hibernianism to say, "I *disremember* the time of his coming"; use the better word *forget*.

Discriminate in the use of DISTINGUISH and DISCRIMINATE. We *distinguish* one thing from another; we *discriminate* between two or more things. Hence, don't say, "He *distinguished between* the articles"; use *discriminated*.

Discriminate between DOCK and WHARF. The shipping around a city lies at *wharves* and *piers*, not at *docks*. A *dock* is a place *into* which things are received. Don't say, "He fell off the *dock* into the water": use *wharf*, *pier*, or *quay*. You might as well say, "He fell off a *hole*."

Discriminate in the use of DONE. Don't say, "He *done* it"; use *did*.

Dicriminate in the use of DON'T. Don't say, "John *don't* go as I ordered him"; use *doesn't*. Don't is used with the *second* person and *doesn't* with the *third* person.

Discriminate in the use of EACH OTHER which refers to *one of two* objects. When you refer to more than two use *one another*.

Discriminate in the use of the forms of EAT. It is an obsolescent way of speaking to say, I *eat* (as though pronounced *et*) the apple." Use *ate*.

Discriminate in the use of EACH, EVERY and NO. When one of these words qualifies a Noun that is a subject of a sentence the verb following it must be in the singular number.

Discriminate in the use of EITHER and NEITHER. *Either* properly means the *one* or the *other* of two. "Give me *either* book," means, "Give me the one or the other of two books." *Either* is often used for *each*. "He has an estate on *either* side of the stream," means that he has two estates one on *each* (or *either* side of the stream. *Either* and *neither* are now used in relation to more than two things by good writers, although *any* and *none* are preferable; as, "Any of the four," not "*Either* of the four." "*None* of the five," not "*Neither* of the five."

Discriminate in the use of EXPECT. Don't say, "I *expect* you had a rough passage." Use *suppose*. We cannot *expect* backwards.

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Discriminate in the use of EXPERIENCE. Don't say, "They *experienced* rough treatment, or usage." Use *suffered*.

Discriminate in the use of EXTEND. Don't say, "He *extended* great courtesy to me"; say, "He *showed* me great courtesy."

Discriminate in the use of FLEE and FLY. Don't say, "They *flew* from the pestilence," "They *flew* from the enemy." Use *fled*. *Flew* is the imperfect tense of *fly*, and is especially used to denote the movement of birds on the wing, of arrows, rockets, etc. The imperfect tense of *flee* is *fled*.

Discriminate in the use of GET. Don't say, "I have *got* a house, a book, lands," etc. Omit *got*. To indicate mere possession *have* is sufficient. Don't say, "The man was afraid of *getting* left." Use *being*.

Discriminate in the use of GROW. *Grow* means to increase, or to pass from one state of condition to another; as to *grow* light, to *grow* dark, to *grow* weary. But what is large can not properly be said to *grow* smaller. Use *become* instead.

Discriminate between HAD RATHER and WOULD RATHER. Don't say, "I *had rather* not do it"; say, "I *would rather* not do it."

Discriminate between the use of HEALTHY and WHOLESOME. Don't say, "Apples are *healthy*," "The beet is a *healthy* vegetable." Use *wholesome*.

Discriminate in the use of HOW and THAT. Don't say, "I have heard *how that* people are very sea-sick in crossing the English Channel." Omit *how*.

Discriminate between HURRY and HASTE. *Hurry* denotes not only *haste*, but *haste* with *confusion*, *flutter*, *flurry*, etc. People of sense may be in *haste*, but not in a *hurry*.

Discriminate between LAY and LIE. *Lay* is an active-transitive verb, like *love* and *load*. It takes an objective case directly after it. *Lie* is an intransitive verb, and takes no objective case after it, unless followed by a preposition. Don't say, "He *laid* down to rest," "He is gone to *lay* down"; say, "*lay* down" and "*lie* down." Don't say, "He *lays* ill of a fever," "The steamboat *lays* at the wharf"; say, "*lies* ill," "*lies* at."

Discriminate between LEARN and TEACH. Formerly *learn* was used in the sense of *teach*. It is not so used now. Don't say, "I will *learn* the child his letters." Use *teach*. *Learn* means to receive instruction, *teach* to give instruction.

Discriminate between LEAVE and LET. Don't say, "*Leave* her be." Use *let*.

Discriminate between LENGTHY and LONG. *Lengthy* is used quite commonly in England, as well as in America, in place of *long*. It is preferable, however, to say "a *long* sermon," "a *long* speech," "a *long* discussion," instead of *lengthy*.

Discriminate between LESS and FEWER. Don't say, "There were not *less* than forty persons in the room." Use *fewer*. *Less* relates to quantity, *fewer* to number.

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Discriminate in the use of LIKE and AS. Don't say, "Do *like* I do"; "You must read *like* James does." Use *as*. *Like* is followed by an object only, and does not take a verb in the same Instruction. *As* is followed by a verb expressed or understood.

Discriminate between LOAN and LEND. Don't say, "*Loun* me your Virgil." Use *lend*.

Discriminate between LOVE and LIKE. *Love* expresses far more than *like*, and implies *devotion, absorption, self-sacrifice*. Hence, don't say, "I *love* beefstake." Use *like*.

Discriminate between LUXURIOUS and LUXURIANT. *Luxurious* now means, *indulging or delighting in luxury*; as, *luxurious* retirement; *luxurious* ease; a *luxurious* table. *Luxuriant* is confined to excessive growth or production; as, *luxuriant* branches; *luxuriant* fruits.

Discriminate in the use of MARRY. Richard Grant White says the proper form, in announcing a marriage, is to say, "*Married*, Mary Jones to John Smith." To *marry* is to give or be given to a husband. The woman is given to the man.

Discriminate between MAY and CAN. *May* expresses permission, but *can* is suggestive of power,

Discriminate between MISTAKE and MISTAKEN. Don't say, "If I am not *mistaken*, you are taking the wrong road." Say, "If I *mistake* not." Don't say, "I repeat that you are *mistaken* in your opinion." Say, "You *mis*ake," etc.

Discriminate between MOST and ALMOST. Don't say, "He goes there *most* every day." Use *almost*.

Discriminate in the use of MUTUAL. Don't say, "They had a *mutual* friend," say, "a *common* friend." *Mutual* properly relates to *two* persons, and implies something reciprocally given and received; as, *mutual* love; *mutual* friendship.

Discriminate in the use of NEITHER and NOR. Don't say, "He would *neither* give house, *nor* land, *nor* money." Say he would give *neither* house," etc. The conjunction must be placed *before* the excluded object. Don't say, "He can *neither* help his infirmity *no* his weakness." Say, "He can help *neither* his infirmity." etc.

Discriminate in the use of NEW. Don't say, "He had a *new* suit of clothes and a *new* pair of mittens." Say, "a suit of *new* clothes, a pair of *new* mittens."

Discriminate in the use of NICE. Don't say, "It was a *nice* performance"; "He was a *nice* speaker"; "The streets were *nice*." Use some better adjective. Restrict *nice* to such uses as a *nice* distinction, a *nice* point, a *nice* discrimination, a *nice* person, and the like.

Discriminate in the use of NOT. When *not* stands in the first member of a sentence, it must be followed by *nor* or *neither*. "Not for money *nor* for influence will he yield"; "He will *not* go, *neither* shall you." It would be an imperfect negation to say, "Henry and Charles were *not* present." The sentence means they were not present *in company*. It would not exclude the presence of one of them. It should be written, "*Neither* Charles *nor* Henry was present."

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Discriminate in the use of the preposition OF after the adverb OFF. Don't say, "Six yards of silk were cut *off* of that piece"; "The apples dropped *off* of that tree." Omit the *of*.

Discriminate between OF and ON. Don't say, "Think *on* the one who gave you this"; "Dost thou think *on* the times we spent together?" Use *of*.

Discriminate in the use of OLDER and ELDER. Two or three examples will illustrate their use. "The *elder* son is the most gifted in the family; he is *older* than his brother by five years"; "He is the *older* soldier of the two, and the *oldest* in the regiment." "He is the *elder* of the two poets, and the *eldest* poet in the realm."

Discriminate in the use of ON. Don't say, "He got *on* to a chair, a horse, a veranda," etc. Omit *to*.

Discriminate between BOUND and DETERMINE. "He is *bound* to have it," should be, "He is *determined* to have it."

Discriminate between BRAVERY and COURAGE. *Bravery* is *inborn, instinctive, and constitutional*. *Courage* is of the *reason, or of determination and calculation*. There is no more merit in being *brave* than in being *beautiful*. *Courage*, whether physical, mental, or moral, is truly commendable. "The act of Sir Thomas Fowell Buxton in seizing and holding a mad dog, until the village blacksmith riveted a chain around the brute's neck, was an act of *courage*."

Discriminate in the use of BUT. "They do not doubt *but* that he will succeed"; omit *but*.

**DISCRIMINATE**  
 Discriminate between BRING, FETCH, and CARRY. *Bring* means simply to convey to, or toward; *fetch* means to go and bring—a compound act; *carry* often implies motion from, and is generally followed by *away* or *off*. “*Bring me the Book*”; “*Fetch or go bring the book from the library*”; “*Carry this parcel to the house,*” would be correct expressions.

Discriminate in the use of CAPTION and HEADING. It is a perversion of the word *caption* to use it in the sense of *heading*, although this is frequently done in the United States. *Caption* means seizure or act of taking, and not *headship*. Don't say, “The *caption* of a chapter, section, or page”; use *heading*.

Discriminate in the use of ONLY. Don't say, “They *only* sent four men to repair the track”; say, “They sent *only*,” etc. “Articles of genuine merit will *only* appear in the paper”; say, “genuine merit *only*.” “They will not come, *only* when they are called.” Use *except* or *unless*.

Discriminate in the use of OUGHT and SHOULD. *Ought* implies that we are morally bound to do something. *Should* is not quite so strong a term. We *ought* to be honest; we *should* be tender toward little children.

Discriminate between PERPETUALLY and CONTINUALLY. Don't say, “He is *perpetual* talking about himself.” Use *continually*. *Perpetual* means never ceasing; *continually*, that which is constantly renewed, with, perhaps, frequent stops and interruptions.

Discriminate in the use of the forms of PLEAD. Don't say, “He *plead* (pled) guilty,” “The lawyer should have *plead* (pled) more earnestly”; say, *pleaded*.

Discriminate between BOUND and BOUNDED. Don't say, “A *bound* like.” Use *bounded*. Use *bound* for persons, not *bounded* for *ful* benefactor.

Discriminate between PUNISH and CONDEMN. Don't say, “Money is *punished*”; say, “Money is *condemned*.”

Discriminate between POST and POSTED. Don't say, “He *posted*”; say, “He *was posted*.” Don't say, “He *posted*”; say, “He *was posted*.”

Discriminate between PROMISE and PROMISED. Don't say, “I *promise*”; say, “I *promised*.”

Discriminate between QUANTIFY and QUANTIFIED. Don't say, “What *quantified*”; say, “What *was quantified*.” Don't say, “What *quantified*”; say, “What *was quantified*.”

Discriminate between QUOTE and QUOTED. Don't say, “He *quoted*”; say, “He *was quoted*.” Don't say, “He *quoted*”; say, “He *was quoted*.”

Discriminate between SAY and SAID. Don't say, “It is *said*”; say, “It is *said*.”

Discriminate between PLENTIFUL and BOUNTIFUL. Don't say, "A *bountiful* breakfast, a *bountiful* repast," and the like. Use the term *plentiful*. *Bountiful* applies to persons, not to things. Thus, a *bountiful* giver, a *bountiful* benefactor.

Discriminate between PLENTIFUL and PLENTY. Don't say, "Money is *plenty*"; say, *plentiful*. *Plenty* in such cases is condemned by the best critics.

Discriminate between POSTED and INFORMED. Don't say, "He *posted* me up in the matter." "I ought to have been better *posted*"; say, *Informed* me as to the matter," "have been better *informed*."

Discriminate between PROMISE and ASSURE. Don't say, "I *promise* you we had a good time." Use *assure*.

Discriminate between QUANTITY and NUMBER. Don't say, "What *quantity* of melons have you?" Use *number*. Don't say, "What *number* of apples have you?" Say, "What *quantity*." *Quantity* refers to that which is *weighed* or *measured*; *number* to that which is *counted*.

Discriminate in the use of QUITE. Don't say, "He had *quite* a fortune left him," "*Quite* a number were present"; say, a *considerable* fortune," "a *considerable* number." Don't say, "He is *quite* a gentleman"; say, "*quite* gentlemanly." *Quite* may qualify an *adjective*, but not a *noun*.

Discriminate in the use of REAL. It is an Americanism to say "It is *real* nice, *real* beautiful, *real* good," etc. Use *very*.

Discriminate between REACH, CATCH, GET TO, OVERTAKE.

A man may run very fast to *overtake* the cars; when he has *caught* up to them, he does not *catch* them, as a man endeavours to *reach* or *get to* a horse in the pasture, in order to *catch* him. He may *catch* a person in the cars, or he may *catch* some contagious disease in the cars, but he does not *catch* the cars.

Discriminate between REMEMBER and RECOLLECT. One must not be confounded with the other. We try to *recollect* a thing or an event, when we do not *remember* it. The act of *re-collecting*—*recollecting*—the facts precedes the act of *remembering*.

Discriminate in the use of RIDE and DRIVE. Although *ride* means, according to nearly all the English and American dictionaries, "an excursion on horseback, or in a carriage," fashion says we must use *drive* instead. Hence, to be fashionable, Don't say, "I am going for a *ride*"; use *drive*.

Discriminate in the use of RIGHT. Don't say, "You had a *right* to speak"; say, "you *ought*"; They had no *right* to pay the excessive charges"; say, "They were *under no obligation*," or "*were not in duty bound*," etc. Don't say, "*Right here*," and "*right there*"; say "*just here*," and "*just there*."

Discriminate in the use of SAW. When the period of time referred to by a speaker or writer extends to the time of making a statement, the perfect participle, *have seen*, must be used instead of *saw*. Hence, don't say, "I never *saw* such a beautiful sunset before"; use *have seen*. It is correct to say, "I never *saw* such a beautiful sunset, *when I was in London*."

Discriminate to place, to haunches, to bird, etc. (some article *horse*. We hen *sits* on a *sitting* (n

Discriminate WILL. The futurity, *will* for the indiscrimin is a very auxiliaries. be appropriate meant to o to wish, t *do that* wo that, and A resolved t meaning w supposed t *shall go*, or part to ma *obliged to* I am deter part. To on the par person ad first person

Discriminate between SET and SIT. To *set* means to put, to place, to plant, to fix. To *sit* means to rest on the haunches, to remain in a state of repose, to perch, as a bird, etc. We *set* apart, *set* aside, *set* about, and *set* down (some article), or (in writing). We *sit* on a chair, or a *horse*. We *sit* up and *sit* down. We *set* a hen, and a hen *sits* on eggs. We should say, therefore, "As cross a *sitting* (not *setting*) hen."

Discriminate in the use of the auxiliary verbs SHALL and WILL. The English language has no inflexion to express futurity, but uses chiefly the auxiliary verbs *shall* and *will* for that purpose. Many persons use these verbs indiscriminately, but according to the best usage there is a very nice distinction in the use of these two auxiliaries. In order to explain the difference it may be appropriate to give the derivation. *Shall* originally meant to owe, to be under obligation, while *will* meant to wish, to resolve, to be determined, so that *I shall do that* would mean I am obliged, constrained to do that, and *I will do that* would mean I intend, wish, am resolved to do that. Thus when I say *I shall go* the meaning would be, I am constrained to go, (and I am supposed to do what I have to do); but when I say *You shall go*, or *he shall go*, there is some determination on my part to make him go. It is the same as saying *You are obliged to go*. Again, *I will go* would mean I wish to go, I am determined to go, and implies determination on my part. *You will go*, or *he will go*, implies no determination on the part of the speaker, but leaves it to the will of the person addressed or spoken of. Thus *shall*, if used in the first person, denotes futurity; if used in the second and

third persons it denotes determination on the part of the speaker, and *will*, if used in the first person denotes determination on the speaker's part, while in the second and third persons it denotes futurity. If, therefore, we wish to express futurity, we conjugate :

I shall love	We shall love
Thou wilt love	You shall love
He will love	They shall love

On the other hand, if the speaker wishes to express determination he would conjugate :

I will work	We will work
Thou shalt work	You shall work
He shall work	They shall work

In interrogative sentences in the second and third persons use the auxiliary that you expect to be used in the answer, e.g.: *Shall you do this?* if we expect for answer, *I shall* or *I shall not*. Will you do it? I will. In the first person always use *shall*, since your will does not depend on others, e.g.: *Shall I take it?* You shall (or will) take it.

**Discriminate in the use of SHOULD and WOULD.** In conditional sentences *should* may be used with all persons as it expresses possibility independent of the subject. Usually the same distinction is made between *should* and *would* as between *shall* and *will*, but *should* is used when the possibility rests with the person referred to; *would* is used in the opposite case.

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Discriminate in the use of SOME, SOMEWHAT, and ABOUT.

Don't say, "He has improved *some* since you saw him."

Use *somewhat*. Don't say, "You will find the place *some* ten miles distant." Use *about*.

Discriminate in the use of such adjectives and phrases as SPLENDID, AWFUL, PERFECTLY SPLENDID, PERFECTLY AWFUL. Don't use these words when trivial things or events are spoken of. "She is too *perfectly splendid* for anything"; "Her dress was *perfectly awful*." Use more moderate and expressive terms.

Discriminate between STOP and STAY. Don't say, "Where are you *stopping*?" Use *staying*. To *stop* means to cease going forward. To *stay* means to abide; to dwell; to sojourn; to tarry. We stay at a friend's, at home, at a hotel.

Discriminate between SUMMON and SUMMONS. *Summon* is a verb, meaning to call for; *Summons* is a noun, meaning a legal instrument commanding a person to appear at court.

Discriminate between TAKE and HAVE. High authority claims that we must not say, "*Take* dinner, tea, coffee, salad, beef," etc.; but must use "*have* some dinner, tea," etc.

Discriminate in the use of THAN and AS. *Than* and *as*, implying comparison, take the same case after as before them. "I rode farther *than* he (rode)"; not *him*. "He is richer *than* she"; not *her*. "You are stronger than I"; not *me*. The nominative case does not always follow *than* or *as*. "I esteem you more than *him*"; that

is to say, "I esteem you more *than* I esteem him"; "I will carry you farther *than* him." It thus depends upon the meaning one intends to convey, whether *he* or *him* shall be used.

Discriminate in the use of the article **THE**. Always place it before such adjectives as **REVEREND**, **HONORABLE**; as, "*The* Rev. Canon Farrar"; "*The* Honorable Charles Sumner."

Discriminate in the use of **THINK**. Don't say, "It cost me more than you *think for*"; omit *for*.

Discriminate in the use of **THOSE**. Don't say, "*Those* kind of cattle are the best"; "*Those* kind of people are not to be trusted"; "*Those* kind of lemons are to be preferred." Say, "*That* kind of cattle is the best"; "*That* kind of people is not to be trusted"; "*That* kind of lemons is to be preferred."

Discriminate between **THEM** and **THOSE**. *Them* is a pronoun. "Four of *them* were brown," *those* is an adjective. Don't say, "Pass *them* apples" say *those*.

Discriminate between **WAS** and **IS**. What is true at all times should be expressed by *is*, or a verb in the present tense. "He came to the conclusion that there *was* no immortality"; "The greatest of Bryant's poems *was* 'Thanatopsis.'" In both cases, use *is*.

Discriminate in the use of **WHENCE**, **HENCE**, and **THENCE**. Don't say, "From *whence* do you come?"; "He went from *hence*"; "He came from *thence*." Say, "*whence*," "*hence*," "*thence*." *From* is superfluous.

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Discriminate in the use of WITH. People die *of* fevers not *with* them.

Discriminate in the use of WITHOUT and UNLESS. Don't say, "I shall not depart *without* my parents' consent"; "You will never perform that example *without* your study." say, "*without* the consent of my parents, or, *unless* my parents consent"; "*unless* you study."

Discriminate in the use of WITNESS and SEE. Don't say, "This is the most awful sea I ever *witnessed*." Use *saw*. *Witness* properly means testimony from personal knowledge. A man *witnesses* a murder, a theft, and the like.

Discriminate in the use of WHO, WHICH WHAT, and THAT. *Who* applies to persons, *which* to persons and things and *what* to things when used as Interrogative Pronouns. When used as Relative Pronouns *who* applies to persons, *which* and *what* to things and *that* to persons and things.



## Exercises for Correction.

There is perhaps no method so effectual in the correction of common grammatical blunders, as calling particular attention to each one separately. The following is a collection of common errors that are readily noticed. There has been no attempt to introduce any difficult or debatable exercise, only such as may be readily understood and corrected by any person who is not even familiar with the rules of grammar.

### CAPITALS.

1. We are going to owen sound.
2. my mother Is sick.
3. I heard that donald was sick.
4. The owen Sound times is a Newspaper edited by james rutherford.
5. have you Ever read a History of the french revolution?
6. You should learn to speak the english language correctly.
7. The canadian pacific railway.
8. My brother was killed during the north-west rebellion.
9. packard's commercial arithmetic.
10. the monthly business meetings of the n. b. c. literary society are held on the last wednesday of every month.

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### WRONG PI

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3. Which of
4. There were
5. Potatoes a
6. Johns hat
7. The negro
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9. Fowls are
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11. Deers are
12. I caught
13. Hand me
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16. This arti
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11. are you going home for christmas?
12. in the merry month of may.
13. over the banister lay a face,  
tenderly sweet and beguiling,  
while below her with tender grace  
he watched the picture smiling.
14. A lecture will be given in the y. m. c. a. hall to-night  
at 8 p. m. by the rev. mr. j. W. Roan, b. a., ph. d.
15. john m. kilbourn went with the rev. john somerville  
for a trip to europe in july.

#### WRONG PLURAL AND POSSESSIVE FORMS.

1. I have two spoonsful every day.
2. My daughter-in-laws are coming for a visit.
3. Which of these pianos is the best.
4. There were many ladies present.
5. Potatoes are wholesome food.
6. Johns hat is spoiled.
7. The negros rose in rebellion.
8. We have ordered one dozen men's and boys' clothing.
9. Fowls are good to eat.
10. Womens' rights are very often misunderstood.
11. Deers are plentiful in that district.
12. I caught a dozen trouts this morning.
13. Hand me the scissor.
14. Black sheeps are not so common as white ones.
15. He has passed through many crises.
16. This article costs ten pennies.
17. Monkies are droll animals.

18. Your gs are not well made.
19. They grow on the stem by two's and three's.
20. Your fs and ls are very good.
21. I shot fifteen deers last fall.
22. His two son-in-laws went to England.
23. John broke hi's leg.
24. Mary said that the hat was her's.
25. This dog is yours.

### AGREEMENT OF SUBJECT AND PREDICATE.

1. Chickens makes good eating.
2. Wolves is very savage in winter.
3. Apples does me more good than anything else.
4. Come here, says I.
5. I will not do it, says you.
6. Was you at church last night?
7. They tells me not to go,
8. We was over to see you last week.
9. Has your horses ran away?
10. Everyone are glad to go.
11. Neither the general nor his brother were at the meeting.
12. Were either of you there.
13. Nothing but cares and sorrows seem to be in store for me.
14. Usefulness, and not numbers, are our boast.
15. Nobody but Smith and his uncle were near the place.
16. Is the clothes out on the line?
17. He as well as his brother were there.

18. His trouble
19. Regularity
20. Nearly even
21. Neither of
22. Either of
23. When was
24. I were the
25. They was
26. Is the boy
27. Do the co
28. Your favo
29. Either Jo

### VERB—WRO

1. I done all according to me
2. We seen y
3. He has we
4. My sister
5. I drunk so
6. I sung tha
7. I have bro
8. I wouldn't
9. I have ate
10. The lake
11. I have w
12. How ma
13. I had to

18. His troubles makes him look old.
19. Regularity in all your habits are useful.
20. Nearly every one of the animals are sick.
21. Neither of them have deserved anything.
22. Either of them are sure to go if you ask them.
23. When was you to church?
24. I were there last Sunday.
25. They was to our house.
26. Is the boys in the field.
27. Do the cow eat grass.
28. Your favor of the 15th instant come to hand to-day.
29. Either John or Henry were lost.

#### VERB—WRONG FORMS OF PAST TENSE AND PAST PARTICIPLE.

1. I done all my questions.—(Two ways of correcting according to meaning.)
2. We seen you down at the dock last night.
3. He has went home.
4. My sister come over on the stage last night.
5. I drunk some water.
6. I sung that song at our last concert.
7. I have broke my eye-glasses.
8. I wouldn't have knowed you.
9. I have ate nothing but potatoes for the last three days.
10. The lake is froze up.
11. I have wore out these boots.
12. How many have wrote their exercises?
13. I had took so much baggage in the boat that she sunk.

14. You have growed about six inches since I seen you last.
15. Has your aunt came ?
16. Ben Haines has ran away from his parents.
17. They have gave us no wages as yet.
18. His hands swole up terribly.
19. We had drank nothing but water for three weeks.
20. We had began to ascend the hill before we noticed it.
21. He swum two miles down the river.
22. We beseeched him to stay.
23. I would have gave a dollar to see it.
24. He intended to have let her went on Tuesday.
25. The water was deeper than he thought it would have been.
26. He run down the hill.
27. I have sang all the songs I knowed.
28. His fingers has swelled up.
29. He swunged the rope over his head.
30. John bring over his saw.
31. Thomas got runned over by a horse.
32. He has came all the way from Barrie.
33. The harness was broke when he come.
34. He done the work as good as he could.
35. William has did all in his power to help them.
36. Johnston has went four miles.
37. Warson has drawed six loads of hay.
38. Thomson has drew more than him.
39. The wind has blew all night and blowed over Harrison's mill.
40. I have spoke to you several times.
41. He throwed away his book.
42. He was sentenced to be hung.

43. The ca
44. Thoma
45. The h

## USE OF

1. Can I g
2. Will I h
3. I will n
- will, I replied
4. They as
- Tara.
5. I will st
6. If he w
7. I am fir
- spite of any
8. The po
9. Don't l
10. The n
11. Don't
12. I laid
13. The b
14. Shall
15. I will

1. It is m
2. He is a
3. Us boy
4. Both h

43. The captain has threw the goods overboard.
44. Thomas sprung over the hedge.
45. The horse run away yesterday.

### USE OF WRONG AUXILIARY—TRANSITIVE AND INTRANSITIVE VERBS.

1. Can I go to see Flora this afternoon?
2. Will I help you with your questions?
3. I will not do this, said my brother. I tell you you will, I replied.
4. They asked me if they could have my horse to go to Tara.
5. I will start on my voyage next week if nothing happens.
6. If he will not do it I will have to get a substitute.
7. I am firmly resolved to do it and I shall carry it out in spite of any man.
8. The poor unfortunate fellow hung himsslf in despair.
9. Don't lay down in that spot.
10. The man that murdered Smith was hung yesterday.
11. Don't set down on that stand.
12. I laid down on a heap of stones.
13. The bread don't raise this morning.
14. Shall you whip me if I do that?
15. I will go to-morrow if it doesn't rain.

### PRONOUNS.

1. It is me.
2. *He is a good deal like me.*
3. *Us* boys is going to Chatsworth.
4. Both her and him is angry about it.

5. Who will I send to town? Not I.
6. He asked you and I to come.
7. Her and her sister are going to Toronto.
8. Hand me them books.
9. John and Bessie see one another often.
10. Christians should love each other.
11. Are you the hoy what fell from the ladder?
12. I gave it to one of the men which were working on the railroad.
13. He made a present to the man who saved his life.
14. Willie Roach done these there specimens all hisself.
15. Any one who trespasses on these grounds will be punished.
16. In memory of John Roach, that died Feb. 21, 1865.
17. *Me and him went and seen them folks* what live near the river.
18. I went to the man whom I thought was the master.
19. Whom do you take me to be?
20. You are a man that always do what you like.
21. If any one needs assistance let them hold up their hand.
22. Who are you talking to?
23. Between you and I it is a bad sign.

### ADJECTIVES.

1. What kind of a fellow is he?
2. I never liked these kind of people.
3. This apple tastes more sweeter than yours.
4. I didn't mean no harm.

5. It is the m
6. He is the t
7. They retur
8. I always do
9. I didn't do
10. He isn't c
11. China is t
- in the world.
12. Neither o
13. There are
14. My two s
- other.
15. Them thi
16. These the
17. William is

### USING ADJ

1. He done
- again.
2. I am not r
3. These oran
4. She feels b
5. Didn't she
6. I can buy
7. I want you
8. He seems
9. He acted
10. Don't wa
11. I am aw

5. It is the most delightfulest place we ever was in.
6. He is the tallest of the two.
7. They returned back home again after three years.
8. I always depised those sort of fellows.
9. I didn't do nothing of the kind.
10. He isn't doing anything I don't think.
11. China is the most densely populated of any country  
in the world.
12. Neither of them saved any of their property.
13. There are hills on either side of the railway.
14. My two sisters are always quarreling among one an-  
other.
15. Them things is hurtful.
16. These there apples are rotten.
17. William is the taller of the three.

#### USING ADJECTIVES FOR ADVERBS AND AD- VERBS FOR ADJECTIVES.

1. He done his work so bad that he had to do it over  
again.
2. I am not near finished yet.
3. These oranges taste very sweetly.
4. She feels badly because he didn't speak to her.
5. Didn't she look beautifully last night?
6. I can buy these cheaper here than at home.
7. I want you to make it good and strong.
8. He seems different from his brother.
9. He acted different from his brother.
10. Don't walk so slow.
11. I am awful glad to see you.

12. You read very good.
13. How are you? Thank you, I am pretty good.
14. He treated his mother-in-law very unfriendly.
15. You speak English poor.
16. It looks very unbecomingly.
17. Do you feel comfortably now.
18. The sun shines very hot to-day.
19. She don't act at all wise.
20. You are not doing that right.

### PREPOSITION.

1. Give this to those three boys and tell them to divide it between themselves.
2. I have been waiting on you this last half hour.
3. Is it any use to you?
4. We arrived there at about ten o'clock.
5. While at College you are supposed to conform with the Rules and Regulations laid down in this book.
6. He talked very much but I took no notice to what he said.
7. He fell in the mud on his way home.
8. Will you comply to their request?
9. This is different to what I seen him, do before.
10. Draw a line between each question.
11. Try to get rid of him as soon as possible.
12. I beg to differ with you.
13. He went in the house.
14. I remember of seeing him onc't.
15. You shall not want for anything while I live.
16. I will not allow of such conduct in my presence.

17. At which
18. He got
19. Between  
to do it.
20. Where

1. I feel so
2. This hat
3. They are
4. My shoe
5. Try and
6. You ain
7. This wo
8. I disrem
9. This her  
year,
10. I expect
11. You ha
12. It was
13. It is a
14. You lo
15. I used
16. You a
17. You h
18. I wen
19. I am g
20. It is t
21. I ain't
22. I wou  
mother to b

17. At which of these was you at,
18. He got on to a buggy.
19. Between the three of us, I think we should be able to do it.
20. Where have you been to?

### VULGARISMS.

1. I feel some better now.
2. This hat is plenty good enough for you.
3. They are mighty stuck up.
4. My shoes are lots big enough.
5. Try and remember that.
6. You ain't going away.
7. This wouldn't have occurred if you hadn't of gone away.
8. I disremember when it was.
9. This here boy is the fellow what worked for me last year,
10. I expect he must have taken it with him.
11. You have quite a long ways to come.
12. It was again noon when he come home.
13. It is a wonder he wasn't drowned.
14. You look kind of scared.
15. I used to could do that.
16. You ain't mad at me, are you?
17. You hadn't ought to stay away so late.
18. I went to see Fred but he wasn't to home.
19. I am going away for to try and get a situation.
20. It is too bad you shouldn't have known that sooner.
21. I ain't overly anxious about having it.
22. I wouldn't like to do it, being as how I promised mother to be a good boy.

23. I am just after going down to tell him.
24. Most any one could do a trick like that.
25. Couldn't you learn me how to sow.
26. I am stopping at Mrs. Smith's.
27. Jack is stronger than you think for.
28. Isn't she awfully nice.
29. I've got into a fix.
30. Now, thinks I, is my chance.
31. Haven't you got something stronger?
32. He took him to town with him.

### MISCELLANEOUS EXERCISES.

1. I will learn yous to steal my apples.
2. Are these a man or a woman's footsteps?
3. There was over a hundred buildings destroyed by that fire.
4. We can't have no noise here.
5. There is no chance of him ever getting stronger without he takes better care of himself.
6. Neither of these boys are my brothers.
7. You read too slow.
8. You will get your neck broke.
9. The man which used to pass here every morning has moved away.
10. The river is raising fast.
11. You must have came after they had went away.
12. It was laying on the edge of the table.
13. Of all other books this is the most interesting.
14. May they live happy together.
15. Can I go home?

16. I am
17. I am
18. I four
19. He is
20. Don't
21. I am
22. I am
23. Can y
24. He sa
- be no chanc
25. Them
26. The b
27. She is
28. You v
29. The a
- year.
30. The g
31. Come
- P.M.
32. They
33. He st

16. I am determined that you shall not do it.
17. I am determined that I shall not do it.
18. I found a dog wh. had run away.
19. He is more talented than any boy I have seen.
20. Don't go in the house without knocking.
21. I am mad at you.
22. I am angry at you.
23. Can you change a Five? I don't know as I can.
24. He saw that after his uncle was gone that there would  
be no chance for him.
25. Them fellows needs water.
26. The butcher rose the price of meat to-day.
27. She is remarkable pretty.
28. You will never be no better.
29. The annual anniversary of his death is held every  
year.
30. The grocer has riz the price of butter.
31. Come to my office to-morrow evening at 8, o'clock  
P.M.
32. They come to town onst in a while for to buy bread.
33. He stopp'd his work for to catch the horse.



## TITLES.

The greater part of the following classified list of titles, as also the list of abbreviations are reproduced from a small English work on Composition.

### I. TITLES OF RESPECT AND COURTESY.

[*Fr.*, denotes French; *pl.*, plural; *pron.*, pronounced; *italics*, foreign.]

Mister (formerly Master) .. MR.	Mistress (pron. Missis) .. MRS.
Messieurs (Fr. pl.) .. MESSRS.	Mesdames (Fr. pl.) .. MMES.
Gentlemen .. .. . —	Madam .. .. . MAD.
Sir, Sirs .. .. . —	Madame (Fr.) .. .. MME.
Esquire, Esquires .. Esq., Esqs.	Ladies .. .. . —
Master (a boy) .. .. . —	Miss, Misses .. .. . —

### II. TITLES OF ATTAINMENT IN COURSE.

All the following degrees, and many more, are authorized; but many of them are rarely if ever given. B.C.L., D.C.L., and a few others are conferred only by English universities. Harvard College confers only the following degrees: *regular*—A.B., A.M., Ph.D., B.D., LL.B., S.B., S.D., C.E., M.D., D.M.D.; *honorary*—LL.D., D.D. Yale confers nearly the same, with the addition of Ph.B., D.E., and Mus. D.

[The Latin terms are given only when they are necessary to explain the abbreviation].

#### 1. DIVINITY.

Bachelor of Divinity .. .. B.D.	Doctor of Divinity, <i>Doctor Theologiae</i> .. .. . D.T.
Doctor of Divinity .. .. D.D.	Professor of Divinity, <i>Sanctæ Theologiae Professor</i> .. .. S.T.P.
Doctor of Divinity, <i>Sanctæ Theologiae Doctor</i> .. .. S.T.D.	

#### 2. I

Bachelor of Law  
Master of Laws  
Doctor of Laws  
Dr. of Laws, *Jur*  
Doctor of Civil Law  
*Doctor* ..  
Bachelor of Civil Law  
Doctor of Civil Law  
Dr. of both Laws  
*Juris Utriusque*

#### 3. MEDICINE.

Doctor .. ..  
Bachelor of Medicine  
Doctor of Medicine  
Master in Surgery  
*Magister* ..  
Graduate in Pharmacy  
Master in Pharmacy  
Doctor in Pharmacy  
Dr. of Dental Surgery  
Dr. Dental Medicine  
Licensed Dental Surgeon  
Veterinary Surgeon

#### 4. PHILOSOPHY.

Bachelor of Philosophy  
Doctor of Philosophy  
Bachelor of Science  
Master of Science  
Doctor of Science

#### 5. ARTS & LETTERS.

Bachelor of Arts  
Master of Arts  
Bachelor of Letters  
*Literarum* ..  
Doctor of Letters  
*tor* .. ..  
Dr. of Polite Literature  
*Humaniorum* ..  
Poet Laureate  
Chartered Accountant

## 2. LAW.

Bachelor of Laws . . . .	LL.B.
Master of Laws . . . .	M.L.
Doctor of Laws . . . .	LL.D.
Dr. of Laws, <i>Jurum Doctor</i> . .	J.D.
Doctor of Civil Law, <i>Juris Civilis</i> <i>Doctor</i> . . . .	J.C.D.
Bachelor of Civil Law . . . .	B.C.L.
Doctor of Civil Law . . . .	D.C.L.
Dr. of both Laws, Canon and Civil, <i>Juris Utresque Doctor</i> . .	J.U.D.

## 3. MEDICINE.

Doctor . . . .	DR.
Bachelor of Medicine . . . .	M.B.
Doctor of Medicine . . . .	M.D.
Master in Surgery, <i>Chirurgia</i> <i>Magister</i> . . . .	C.M.
Graduate in Pharmacy . . . .	PHAR. G.
Master in Pharmacy . . . .	PHAR. M.
Doctor in Pharmacy . . . .	PHAR. D.
Dr. of Dental Surgery . . . .	D.D.S.
Dr. Dental Medicine . . . .	D.M.D.
Licensed Dental Surgeon . . . .	L.D.S.
Veterinary Surgeon . . . .	V.S.

## 4. PHILOSOPHY &amp; SCIENCE.

Bachelor of Philosophy . . . .	PH. B.
Doctor of Philosophy . . . .	PH. D.
Bachelor of Science . . . .	B.S.
Master of Science . . . .	M.S.
Doctor of Science . . . .	S.D.

## 5. ARTS &amp; LETTERS.

Bachelor of Arts . . . .	B.A. or A.B.
Master of Arts . . . .	M.A. or A.M.
Bachelor of Letters, <i>Baccalaureus</i> <i>Literarum</i> . . . .	B. LIT.
Doctor of Letters, <i>Literarum</i> <i>Doctor</i> . . . .	LIT. D.
Dr. of Polite Literature, <i>Literarum</i> <i>Humaniorum Doctor</i> . . . .	L.H.D.
Poet Laureate . . . .	P.L.
Chartered Accountant . . . .	C.A.

## 6. MUSIC.

Bachelor of Music M.B. or B. Mrs.
Doctor of Music D.M. or Mus. D.

## 7. DIDACTICS.

Bachelor of the Elements . . . .	B.E.
Master of the Elements . . . .	M.E.
Bachelor of Science . . . .	B.S.
Master of Science . . . .	M.S.
Bachelor of the Classics . . . .	B.C.
Master of the Classics . . . .	M.C.

## 8. TECHNICS.

Civil Engineer . . . .	C.E.
Topographic Engineer . . . .	T.E.
Dynamic Engineer . . . .	D.E.
Military or Mechanical Engineer . . . .	M.E.

The degrees of Bachelor and Master in each of the departments of engineering, and in chemistry and architecture, are authorized, but are rarely conferred.

## 9. FELLOWSHIPS, ETC.

Associate of the Royal Academy . . . .	A.R.A.
Fellow of the Royal Society . . . .	F.R.S.
Fellow of the Society of Arts . . . .	F.S.A.
Fellow of the Royal Geographical Society . . . .	F.R.G.S.
Fellow of the Am. Academy, <i>Academia Americana Socius</i> . . . .	A.A.S.
Member of Am. Antiquarian Soc., <i>Americana Antiquaria Societatis Socius</i> . . . .	A.A.S.S.
Member of the Am. Oriental Soc., <i>Americana Orientalis Societatis Socius</i> . . . .	A.O.S.S.
Member of Am. Phil. Soc., <i>Societatis Philosophica Americana Socius</i> . . . .	S.P.A.S.
Fellow of the Mass. Med. Soc., <i>Massachusettsensis Medicinæ Societatis Socius</i> . . . .	M.M.S.S.
Fellow of the Hist. Soc., <i>Societatis Historiæ Socius</i> . . . .	S.H.S.
Fellow of the Chartered Accountants . . . .	F.C.A.

### III. TITLES OF SERVICE.—OFFICIAL.

#### 1. THE CLERICAL SERVICE.

Archbishop ..... HIS GRACE  
 A Bishop (Epis., Cath., *et al.*):—  
 Right Reverend ..... RT. REV.  
 A Rector, Minister, Priest, Rabbi,  
 or Reader ..... REV.

#### 2. THE CIVIL SERVICE.

The Chief Executive:—

1 Civil: The Prime Minister ..... P.M.

2. Military: Commander-in-Chief.

Honorable ..... HON.

The Lord Chief Justice, ... L.C.J.

His Honor ..... HON.

Foreign Ministers:—

His Excellency ..... H. EXC.

Members of the Cabinet RT. HON.

Heads of the Departments, Asst.

Secretaries, Comptrollers and

Auditors of the Treasury, Clerks

of the House of Parliament Esq.

The Governor ..... GOV.

Mayors of Towns ... HIS WORSHIP

Members of the House of Commons,

according to their respective titles. All members take the title

of Honorable when addressed in

the House of Commons

Aldermen, Magistrates, and all

Officers not specified ..... Esq.

#### 3. PROFESSIONAL SERVICES

Officers of Universities and Colleges:—

Chancellor ..... CHANC.

Vice Chancellor ..... V. CHANC.

President ..... PRES.

Vice President ..... V. PRES.

Provost ..... PRO.

Dean ..... —

Rector ..... RECT.

Registrar ..... REG.

Librarian ..... LIB.

Faculty and Instructors:—

Professor ..... PROF.

Lecturer ..... —

Tutor ..... —

Judges ..... —

Grand Cross of the Bath ..... G.C.B.

His or Her Britannic M'ty H.B.M.

His or Her Majesty ..... H.M.

His or Her Royal Highness H.R.H.

Keeper of the Privy Seal. K.P.C.

K'p'r of the Seal, *Custos Sigilli* C.S.

Knight of St Andrew ..... K.A.

Knight of the Bath ..... K.B.

Knight of the Crescent ..... K.C.

Knight Commander of the Bath

..... K.C.B.

Knight of the Garter ..... K.G.

Knight of the Grand Cross K.G.C.

Knight of the Grand Cross of the

Bath ..... K.G.C.B.

Knight of Malta ..... K.M.

Knight Commander of the Star of

India ..... K.C.S.I.

Knight ..... KT.

Knight of the Thistle ..... K.T.

Member of Congress ..... M.C.

Member of Parliament ..... M.P.

Mem. of Prov Parliament M.P.P.

On His or Her Majesty's Service

..... O.H.M.S.

Parliament ..... PARL.

Privy Councillor ..... P.C.

Post Master ..... P.M.

Post Office ..... P.O.

Queen's Bench ..... Q.B.

Queen's Counsel ..... Q.C.

Queen, *Regina*; King, *R.*, *Rex.*

Q'n Victoria, *Victoria Reg na* V.R.

Senator, Senior ..... SEN.

#### IV.

#### MILITARY

General ..... General

Lieutenant General

Major General

Brigadier General

Colonel

Lieutenant Colonel

Major

Captain

First Lieutenant

Second Lieutenant

Cadet

Adjutant General

Assistant Adj. Gen.

Inspector General

Assistant Insp. Gen.

Quartermaster General

Assistant Q.M. Gen.

Deputy Q.E. Gen.

Quartermaster

Assistant Quartermaster

Royal Engineer

Royal Artillery

Surgeon General

Chief Medical Officer

Surgeon

Assistant Surgeon

Paymaster General

Assistant P.M. Gen.

Paymaster

Chief of Engineer

Chief of Ordnance

Judge-Advocate

Judge Advocate

Chief Signal Officer

#### V. T.

Envoy Extraordinary

Plenipotentiary

Min. Plenipotentiary

Minister Resident

## IV. THE MILITARY AND NAVAL SERVICE.

## MILITARY SERVICE.

General	GEN.
Lieutenant General	LT. GEN.
Major General	MAJ. GEN.
Brigadier General	BRIG. GEN.
Colonel	COL.
Lieutenant Colonel	LT. COL.
Major	MAJ.
Captain	CAPT.
First Lieutenant	1st LIEUT.
Second Lieutenant	2nd LIEUT.
Cadet	CAD.
Adjutant General	ADJ. GEN.
Assistant Adj. Gen.	A.A.G.
Inspector General	INSP. GEN.
Assistant Insp. Gen.	A.I.G.
Quartermaster General	Q.M.G.
Assistant Q.M. Gen.	A.Q.M.G.
Deputy Q.E. Gen.	DEP. Q.M.G.
Quartermaster	Q.M.
Assistant Quartermaster	A.Q.M.
Royal Engineers	R.E.
Royal Artillery	R.A.
Surgeon General	SUR. GEN.
Chief Medical Purveyor	CHF. MED. PUR.
Surgeon	SURG.
Assistant Surgeon	ASST. SURG.
Paymaster General	P.M.G.
Assistant P.M.G.	ASST. P.M.G.
Paymaster	P.M.
Chief of Engineers	CHF. E.
Chief of Ordnance	CHF. ORD.
Judge-Advocate General	J.A.G.
Judge Advocate	J.A.
Chief Signal Officer	C.S.O.

## NAVAL SERVICE.

Admiral	ADM. or ADML.
Vice Admiral	V. ADML.
Rear Admiral	R. ADML.
Commodore	COMMO.
Captain	CAPT.
Commander	COM.
Lieutenant Com.	LT. COM.
Lieutenant	LIEUT.
Master	MAS.
Ensign	ENS.
Midshipman	MID.
Surgeon General	SURG. GEN.
Medical Director	MED. DIR.
Medical Inspector	MED. INSP.
Surgeon	SURG.
Assistant Surgeon	ASST. SURG.
Paymaster General	P.M.G.
Pay Director	PAY DIR.
Pay Inspector	PAY INSP.
Paymaster	P.M.
Assistant Paymaster	A.P.M.
Royal Navy	R.N.
Victoria Cross	V.C.
Engineer-in-Chief	ENG-IN CHF.
Chief Engineers	CHF. E.
Passed Asst. Eng.	P.A. ENG.
Assistant Engineer	A. ENG.
Cadet Engineer	CADET ENG.
Chaplain	CHAP.
Chief of Construction	CHF. CON.
Naval Constructor	NAV. CON.
Commandant	COMDT.
Navigator	NAV.
Captain (by courtesy)	CAPT.
Master of a Merchant Vessel.	

## V. THE DIPLOMATIC AND CONSULAR SERVICE.

Envoy Extraordinary and Minister Plenipotentiary	E.E. & M.P.
Min. Plenipotentiary	MIN. PLEN.
Minister Resident	MIN. RES.

Minister General and Consul-General	M.R. & C.G.
Secretary of Legation	SEC. LEG.
Interpreter	INT.

Consul General .....	C.G.	Consular Agent.....	CON. AGT.
Vice-Consul-General .....	V.C.G.	Commercial Agent.....	C.A.
Consul .....	C.	Agent.....	AGT.
Vice-Consul .....	V.C.	Marshal .....	MAR.
Deputy Consul.....	D.C.	Consular Clerk .....	C.C.



## Canadian :—

Canada .....  
Dominion of Canada .....  
Ontario .....  
Quebec .....  
New Brunswick .....  
Nova Scotia .....  
Prince Edward Island .....  
Cape Breton .....  
Manitoba .....  
British Columbia .....  
North West Territory .....

## United States :—

Alabama .....  
Alaska Territory .....  
Arizona Territory .....  
Arkansas .....  
California .....  
Colorado .....  
Connecticut .....  
Delaware .....  
District of Columbia .....  
Florida .....  
Georgia .....  
Idaho Territory .....  
Illinois .....  
Indiana .....  
Indian Territory .....  
Iowa .....  
Kansas .....  
Kentucky .....  
Louisiana .....  
Maine .....  
Maryland .....  
Massachusetts .....

## Classified Abbreviations.

### GEOGRAPHICAL.

#### Canadian :—

Canada .....	CAN.
Dominion of Canada .....	D.C.
Ontario .....	ONT.
Quebec .....	QUE.
New Brunswick .....	N.B.
Nova Scotia .....	N.S.
Prince Edward Island .....	P.E.I.
Cape Breton .....	C.B.
Manitoba .....	MAN.
British Columbia .....	B.C.
North West Territories .....	N.W.T.

#### United States :—

Alabama .....	ALA.
Alaska Territory .....	ALASKA.
Arizona Territory .....	ARIZ.
Arkansas .....	ARK.
California .....	CAL.
Colorado .....	COLO.
Connecticut .....	CON.
Delaware .....	DEL.
District of Columbia .....	D.C.
Florida .....	FLA.
Georgia .....	GA.
Idaho Territory .....	IDAHO.
Illinois .....	ILL.
Indiana .....	IND.
Indian Territory .....	IND. T.
Iowa .....	IOWA.
Kansas .....	KANS.
Kentucky .....	KY.
Louisiana .....	LA.
Maine .....	ME.
Maryland .....	MD.
Massachusetts .....	MASS.

Michigan .....	MICH.
Minnesota .....	MINN.
Mississippi .....	MISS.
Missouri .....	MO.
Montana .....	MONT.
North Dakota .....	N. DAK.
Nebraska .....	NEBR.
Nevada .....	NEV.
New Hampshire .....	N.H.
New Jersey .....	N.J.
New Mexico Territory .....	N. MEX.
New York .....	N. Y.
North Carolina .....	N.C.
Ohio .....	OHIO.
Oregon .....	OREGON.
Pennsylvania .....	PA.
Rhode Island .....	R.I.
South Carolina .....	S.C.
South Dakota .....	S. DAK.
Tennessee .....	TENN.
Texas .....	TEX.
Utah Territory .....	UTAH.
Vermont .....	VT.
Virginia .....	VA.
Washington .....	WASH.
West Virginia .....	W. VA.
Wisconsin .....	WIS.
Wyoming Territory .....	WYO.
England, English .....	ENG.
France, French .....	FR.
German, Germany .....	GER.
Great Britain .....	G.B.
Ireland .....	IRE.
Italy, It.; Italian .....	ITA.
Jamaica .....	JAM.

Japan .. .. .	JAP.
Mexico .. .. .	MEX.
New Brunswick .. .. .	N.B.
New Foundland .. .. .	N.F.
Prussia, Prussian .. .. .	PRUS.
Russia, Russian .. .. .	RUSS.
Scotland .. .. .	SCOT.
South America .. .. .	S.A.
Sandwich Islands .. .. .	S. ISL.
Spain .. .. .	SP.
West Indies .. .. .	W.I. or W. IND.

## MISCELLANEOUS.

Avenue .. .. .	AVE.
Borough .. .. .	BOR. or bor.

Concession .. .. .	CON.
County .. .. .	Co. or co.
Court House .. .. .	C.H.
District .. .. .	DIST.
East, E.; West, W.; North, N.; South, S.	
Island .. .. .	ISL.
Lake .. .. .	L.
Mountain or Mount, Mt. (pl. Mts.)	
Railroad .. .. .	R.R.
River .. .. .	R.
Street .. .. .	St. (pl. STS.)
Township .. .. .	Tp.
Village .. .. .	VIL or vil.

## II. CHRONOLOGICAL.

## TIME OF DAY.

Hour, h.; minute, min.; second, sec.	
Forenoon ( <i>ante meridiem</i> ) ..	A.M.
Afternoon ( <i>post meridiem</i> ) ..	P.M.
Noon ( <i>meridiem</i> ) .. .. .	M.

## DAYS.

Day .. .. .	d. or da.
Sunday .. .. .	SUN.
Monday .. .. .	MON.
Tuesday .. .. .	TUES.
Wednesday .. .. .	WED.
Thursday .. .. .	THURS.
Friday .. .. .	FRI.
Saturday .. .. .	SAT.
Christmas .. .. .	XMAS.

## MONTHS.

Month, months .. .. .	MO., MOS.
Last month ( <i>ultimo</i> ) .. .. .	ULT.
This month ( <i>instant</i> ) .. .. .	INST.
Next month ( <i>proximo</i> ) .. .. .	PROX.

## The Calendar:—

January .. .. .	JAN.
February .. .. .	FEB.
March .. .. .	MAR.
April .. .. .	APR.
May .. .. .	MAY.
June .. .. .	JUNE.
July .. .. .	JUL.
August .. .. .	AUG.
September .. .. .	SEPT.
October .. .. .	OCT.
November .. .. .	NOV.
December .. .. .	DEC.

## YEARS AND ERAS.

Year, years .. .. .	YR. YRS.
By the year ( <i>per annum</i> ) ..	PER AN.
Before Christ .. .. .	B.C.
In the Christian Era ( <i>anno Domini</i> ) ..	A.D.
In the year of Rome .. .. .	A.U.C.
Century .. .. .	CEN.
Old Style (before 1752) ..	O.S.
New Style (since 1752) ..	N.S.

## III. RELATING TO BOOKS AND LITERATURE.

Abbreviated .. .. .	ABBR.
Abridged .. .. .	ABR.
Anglo-Saxon, A.S. .. .. .	ANG. SAX.

Anonymous .. .. .	ANON.
Answer .. .. .	ANS.
Article .. .. .	ART.

Appendix .. .. .	
Book .. .. .	
Boards (binding) .. .. .	
Bound .. .. .	
Half-bound .. .. .	
Capital letters .. .. .	
Small Capital .. .. .	
Chapter .. .. .	
Compare ( <i>confer</i> ) .. .. .	
Cyclopædia .. .. .	
Dictionary .. .. .	
Edition EDIT., ed .. .. .	
Encyclopædia .. .. .	
<i>Et cætera</i> (and other) ..	

Et sequentia (and)

Example .. .. .  
*Exempli gratia* (for example)Exception .. .. .  
Figure, Figurative .. .. .  
History, Historic .. .. .  
*Idem* (same author) .. .. .  
*Id est* (that is) .. .. .A book form .. .. .  
sheets fol .. .. .

Account .. .. .	
Agent .. .. .	
Amount .. .. .	
At or to (mercantile) ..	
Average .. .. .	
Balance .. .. .	
Barrel, barrels .. .. .	
Bank .. .. .	

CON.	Appendix	..	..	APP.
CO.	Book	..	..	Bk. or bk.
H.	Boards (binding)	..	..	BDS.
IST.	Bound	..	..	BD.
N.;	Half-bound	..	..	HF.-BD.
	Capital letters	CAP.	(pl. CAPS.)	
ISL.	Small Capital	S. CAPS.	S. C.	
L.	Chapter	..	..	CHAP.
TS.)	Compare ( <i>confer</i> )	..	..	CF.
R.R.	Cyclopædia	..	..	CYC.
R.	Dictionary	..	..	DICT.
STS.)	Edition EDITR., ed.; editor	..	..	ED.
TP.	Encyclopædia	..	..	ENCYC.
VIL.	<i>Et cætera</i> (and other things)	..	..	ETC., &c.
	<i>Et sequentia</i> (and what follow)	..	..	ET SEQ.
	Example	..	..	EX.
	<i>Exempli gratia</i> (for example)	..	..	E.G., EX.G.
	Exception	..	..	EXC.
	Figure, Figurative	..	..	FIG.
	History, Historical	..	..	HIST.
	<i>Idem</i> (same author)	..	..	ID. or id.
	<i>Id est</i> (that is)	..	..	I.E.

Introduction	..	..	INTR.
Journal	..	..	JOUR.
Library, Librarian	..	..	LIB.
Lower Case (type)	..	..	l.c.
Manuscript	..	..	MS. (pl. MSS.)
Observation	..	..	OBS.
Page, pages	..	..	P., p., pp.
Paragraph	..	..	par., ¶
Preface	..	..	PREF.
Postscript	..	..	P.S., (pl. P.SS.)
Publisher, -lication, -lisher	..	..	PUB.
Question	..	..	QUES.
Query	..	..	QY., qy., or ?
<i>Quod vide</i> (which see)	..	..	q.v.
Review	..	..	REV.
Rhetoric	..	..	RHET.
Remark	..	..	REM.
Section	..	..	SEC.
Shakspere	..	..	SHAK.
Supplement	..	..	SUP.
Synonym	..	..	SYN.
Transpose	..	..	tr.
Version	..	..	VER.
Volume	..	..	VOL. (pl. vols.)
Wrong font (type)	..	..	W.F.

## SIZES OF BOOKS.

A book formed of sheets folded	in 2 leaves is a folio	= fol.
	in 4 leaves is a quarto	= 4to.
	in 8 leaves is an octavo	= 8vo.
	in 12 leaves is a duodecimo	= 12mo.
	in 16 leaves is a 16mo.	
	in 18 leaves is an 18mo.	
	in 24 leaves is a 24mo.	
	in 32 leaves is a 32mo.	
	in 64 leaves is a 64mo.	

## IV. RELATING TO BUSINESS.

Account	..	..	ACCT.	Brother, Brothers	..	BRO., BROS.
Agent	..	..	AGT.	Bushel	..	BU., BRSH.
Amount	..	..	AMT.	By the	..	P., p.
At or to (mercantile)	..	..	@ a.	Cashier	..	CASH.
Average	..	..	AV.	Cleaved	..	CLD.
Balance	..	..	BAL.	Company	..	Co.
Barrel, barrels	BL., BBL. or BLS.			Collector	..	COLL.
Bank	..	..	BK.	Collect on Delivery	..	C.O.D.

Commerce .. ..	COM.	Number, Numbers ..	No., Nos.
Credit, creditor .. ..	CR.	Ounce .. ..	oz.
Cent, cents .. ..	CT., CTS.	Pound, Pounds .. ..	lb., lbs.
Clerk .. ..	CLK.	Pennyweight .. ..	pwt., dwt.
Ditto (the same) .. ..	do.	Package .. ..	pkg.
Discount .. ..	DIS.	Peck, Pecks .. ..	pk., pks.
Dividend .. ..	DIV.	Pint, Pints .. ..	pt., pts.
Dollar, Dollars .. ..	dol., dols., \$	Payment .. ..	pmt.
Dozen .. ..	DOZ.	Paid .. ..	pd.
Each .. ..	EA.	Per annum (by the year) ..	per an.
Foot, Feet .. ..	FT.	Per cent. (by the hundred) ..	percent.
Free on board .. ..	F.O.B.	Quart, Quarts .. ..	qt., qts.
Gross .. ..	GRO.	Quarter, Quarters .. ..	qr., qrs.
Handkerchief .. ..	HDKF.	Received .. ..	RECD.
Hundred .. ..	HUND.	Schooner .. ..	SCHR.
Hogshead .. ..	HHD.	Sail .. ..	S.L.D.
Interest .. ..	INT.	Tonnage .. ..	TON.
Journal .. ..	JOUE.	Weight .. ..	WT.
Measure .. ..	MEAS.	Yard, Yards .. ..	Yd., Yds.

## V. RELATING TO LAW AND GOVERNMENT.

*For abbreviations of official titles not here given, see page 176.*

Administrator .. ..	ADM.	His (Her) Majesty .. ..	H.M.
Advocate .. ..	ADV.	His (Her) Roy. Highness ..	H.R.H.
Attorney .. ..	ATTY.	House of Representatives ..	H.R.
Against ( <i>versus</i> ) .. ..	v. or vs.	Justice of the Peace .. ..	J.P.
Alderman .. ..	ALD.	Legislature .. ..	LEG.
Assistant .. ..	ASST.	Member of Congress .. ..	M.C.
And others ( <i>et alii</i> ) ..	ET. AL.	Member of Parliament ..	M.P.
Clerk .. ..	CLK.	Non prosecutor (he does not prosecute) ..	NON PROS.
Commissioner .. ..	COM.	Notary Public .. ..	N.F.
Committee .. ..	COM.	Parliament .. ..	PARL.
Common Pleas .. ..	C.P.	Plaintiff .. ..	PLFF.
Congress .. ..	CONG.	Post Office .. ..	P.O.
Constable .. ..	CONST.	Post Master .. ..	P.M.
County Court .. ..	C.C.	Public Document .. ..	PUB. DOC.
Co. Commissioners (or Clerk) ..	C.C.	Queen Victoria ( <i>Victoria Regina</i> ) ..	V.R.
Court of Common Pleas ..	C.C.P.	Right Honorable .. ..	RT. HON.
Court of Sessions .. ..	C.S.	Republic, Republican .. ..	REP.
Defendant .. ..	DEFT., DFT.	Solicitor .. ..	SOL.
Deputy .. ..	DEP.	Superintendent .. ..	SUPT.
Department .. ..	DEPT.	Surveyor General .. ..	SURV. GEN.
District Attorney .. ..	DIST. ATTY.		
High Court of Justice ..	H.C.J.		
His (Her) Brit. Majesty ..	H.B.M.		

By God's gr  
Church, Ch  
Clergyman  
Deacon  
God willing  
Episcopal  
Evangelical  
Ecclesiastic  
Jesus the S  
*hominum*

*Ad libitum* ( )  
Architecture  
Arithmetic  
Astronomy  
*Ætatis* (of age)  
Botany  
Chemistry  
College  
Corresponding  
*Delineavit* ( )  
Errors Exce  
Executive C  
Fahrenheit ( )  
For example

*Fecit* (he did)  
Grammar  
Geography  
Geometry  
Horticulture  
*Hic jacet*  
(buried)  
*Hic requiescit*  
(in peace)  
*Incognito* ( )  
*In transitu*

Junior  
Military  
Mythology

## VI. ECCLESIASTICAL.

For abbreviation of clerical offices and titles, see page 176.

By God's grace (*Dei Gratia*) D.G.  
 Church, Churches .. CH. CHS.  
 Clergyman .. .. CL.  
 Deacon .. .. DEA.  
 God willing (*Deo volente*) .. D.V.  
 Episcopal .. .. EPIS.  
 Evangelical .. .. EVANG.  
 Ecclesiastical .. ECC., ECCL.  
 Jesus the Saviour of men (*Jesus*  
*hominum Salvator*) .. I.H.S.

Jesus of Nazareth, King of the  
 Jews (*Jesus Nazarenus Rex Jude-*  
*orum*) .. .. I.N.R.I.  
 Methodist .. .. METH.  
 Methodist Episcopal .. M.E.  
 Protestant .. .. PROT.  
 Protestant Episcopal .. P.E.  
 Presbyterian .. .. PRESB.  
 Reformed, Reformation .. REF.  
 Roman Catholic .. ROM. CATH.

## VII. MISCELLANEOUS.—(Unclassified.)

*Ad libitum* (at pleasure) .. AD LIB.  
 Architecture .. .. ARCH.  
 Arithmetic .. .. ARITH.  
 Astronomy .. .. ASTRON.  
*Ætatis* (of age) .. .. ÆT. Æ.  
 Botany .. .. BOT.  
 Chemistry .. .. CHEM.  
 College .. .. COLL.  
 Corresponding Sec. .. COR. SEC.  
*Delineavit* (he drew it) .. DEL.  
 Errors Excepted .. .. E.E.  
 Executive Com. .. EXEC. COM.  
 Fahrenheit (thermom.) .. FAHR.  
 For example (*exempli gratia*)  
 .. .. E. G., EX., G.  
*Fecit* (he did it) .. .. FEC.  
 Grammar .. .. GRAM.  
 Geography .. .. GEOG.  
 Geometry .. .. GEOM.  
 Horticulture .. .. HORT.  
*Hic jacet sepultus* (here he lies  
 buried) .. .. H.J.S.  
*Hic requiescat in pace* (here he res's  
 in peace) .. .. H.R.I.P.  
*Incognito* (unknown) .. INCOG.  
*In transitu* (in the passage).  
 .. .. IN TRANS.  
 Junior .. .. JR. OR JUN.  
 Military .. .. MIL.  
 Mythology .. .. MYTH.

National, Natural .. .. NAT.  
*Nemine contradicente* (no one con-  
 tradicting) .. .. NEM. CON.  
*Nemine dissente* (no one di-sen-  
 ting) .. .. NEM. DISS.  
*Non requiritur* (it does not follow)  
 .. .. NON. SEQ.  
*Nota Bene* (note well) .. N.B.  
 Number (*numero*) .. No. (pl. Nos.)  
*Obit* (he died) .. .. OB.  
 Objection, Objective, etc. .. OBJ.  
 Obedient .. .. OBT.  
 Optics .. .. OPT.  
 Ornithology .. .. ORNITH.  
 Philosophy .. .. PHIL.  
 Phonography .. .. PHONOG.  
 Phrenology .. .. PHREN.  
 Physiology .. .. PHYS.  
*Pinxit* (he painted it) .. PINX.  
*Pro tempore* (for the time) PRO TEM.  
 Recording Secretary REC. SEC.  
 Regiment .. .. REGT.  
 Secretary .. .. SEC.  
*Sculpsit* (he engr. it) .. SC., SCULP.  
 Senior .. .. SR., SEN.  
 Senator .. .. SEN.  
 Servant .. .. SERV.  
*Videlicet* (namely) .. .. VIZ.  
 Zoology .. .. ZOO.  
 Scrivener (writer) .. .. SCR.

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esson  
cents

NS

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R

press  
n this  
mail,

Ont.